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Aldus PageMaker®

Reference Manual

Version 4.0 for use with
Apple Macintosh computers

ALDUS®

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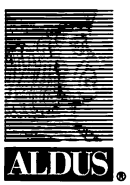
Reference Manual

Version 4.0 for use with
Apple® Macintosh® computers



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To run PageMaker under Microsoft Windows, you need to license and install Microsoft Windows.

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Articles connect the tasks involved in each major phase of your project and together give you an overview of the publishing process. Each article identifies the commands and techniques that you will use in that phase of publishing. Articles are arranged in their logical sequence within the publishing process.

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Command descriptions, which are arranged alphabetically, discuss in detail each command and its associated dialog boxes. Command descriptions also contain useful tips for saving time, for improving the quality of your publication, or for using the command in creative ways.

Techniques 277

Techniques are extensively illustrated and describe in a step-by-step format the most commonly used tasks and power tips. Consider browsing the alphabetical Techniques section for useful design ideas.

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Finding the information you need

The *PageMaker 4.0 Reference Manual* for Macintosh computers is divided into three sections: Articles, Commands, and Techniques. Each section provides information about PageMaker in a different way. Depending on your familiarity with PageMaker and on the number and kind of publications you create, you may find that you use some parts of this manual heavily and others not at all. The manual assumes that you are already familiar with an earlier version of PageMaker or that you have read and worked through the tutorial in *Getting Started.*

- Articles connect the tasks involved in each major phase of your project and together give you an overview of the publishing process. Each article identifies the commands and techniques that you will use in that phase of publishing. Articles are arranged in their logical sequence within the publishing process.

- Command descriptions, which are arranged alphabetically, discuss in detail each command and its associated dialog boxes. Command descriptions also contain useful tips for saving time, for improving the quality of your publication, or for using the command in creative ways.

- Techniques are extensively illustrated and describe in a step-by-step format the most common tasks and power tips. Browse the alphabetical Techniques section for useful design ideas.

If you know the exact task you want to perform, you can refer directly to it in the Techniques section. If, on the other hand, you are unfamiliar with desktop publishing using PageMaker, read the articles that present the phase of publishing you are now facing. If, in the course of completing a task, you aren't certain what choices to make in a dialog box, read the relevant command description. Or you can use PageMaker's online Help to get information about commands and selected topics.

Where appropriate, entries in the manual refer you to related information. You can decide for yourself what related information will be useful to you.

What's new in PageMaker 4.0?

The new features in Aldus PageMaker 4.0 make it a complete writing, editing, design, and production tool for creating professional-quality publications.

Word-processing power inside your publication

The powerful, fully integrated story editor gives you all the writing and editing features you'd expect in a stand–alone word processor.

- **Text-only view of publication:** In a story editor window overlaying the publication window, display text in any size and font for easy editing without affecting text formatting; an optional sidebar displays paragraph style names. Display tabs, em spaces, hard carriage returns, and other special characters in the story window. Open multiple windows in the story editor and cut and paste between them. Edit rotated text.

- **Spelling and Hyphenation dictionaries:** PageMaker's spelling checker has a 100,000-word dictionary from Proximity. Add other or specialized-language dictionaries for hyphenation and spelling checks.

- **Search and replace:** Find and change not only text but fonts, point sizes, type styles, paragraph styles, and nonprinting characters such as tabs, returns, and so on; reformat publications automatically.

Sophisticated graphic and typographic controls

PageMaker gives you flexibility using graphics and typographic design.

- **Graphic text elements:** Tie graphic elements to your text by using inline graphics or by adding rules above and below paragraphs.

- **Text special effects:** Rotate text in 90-degree increments or stretch and condense characters from 5% to 250% of original font design.

- **Expanded typographic controls:** Adjust the point sizes of type from 4 to 650 points in 1/10th-of-a-point increments and adjust leading to within 1/10th of a point. Spread characters and words equally across a column using the "Force justify" option. Kern letter pairs to within 1/100th of an em. Use automatic kerning to improve letter spacing by choosing the "Track" command. Set text in small caps; change selected words to superscript or subscript based on a percentage of point size. Control widows and orphans for up to three lines of text, and keep paragraphs from breaking across columns or pages.

- **Table Editor utility:** Design and edit tables, charts, and schedules and import them into your publication.

Fully featured for long and multiple-chapter documents

PageMaker is now the logical choice for publishing books and technical manuals.

- **Expanded page capability:** A single publication can contain as many as 999 pages, depending upon disk space.
- **Table of contents:** Automatically generate a table of contents for a single publication or for an entire book.
- **Indexing:** Create, edit, and cross-reference an index with up to three levels per entry for an unlimited number of publications.
- **Multi-publication printing:** With one command, print all the publications in a multi-chapter book.
- **Special page-number prefixes:** Use full appendix or document names for index page numbers.

Efficient publication management

Files are electronically linked to text or graphic elements in your publication.

- **Automatic updating:** Changes you make to external text or graphics files can be automatically passed on to the linked text or graphics in your publication.
- **Version control:** For each text or graphics file placed in your publication, PageMaker tells you when it was placed and when it was last modified.

Finding the right articles

The first section of the *PageMaker 4.0 Reference Manual* contains articles that provide an integrated discussion of a major aspect of the publishing process using PageMaker. The articles answer your why, when, where, and how questions, and provide alternative ways of solving your publishing challenges.

Articles have been categorized into three broad groups that represent three basic phases of the publishing process: "Setting up," "Working on a publication," and "Finishing and publishing."

Use the following table as a guide to determine which articles are relevant to your needs.

How the articles are organized		Long publications	Short publications
Working on a publication	Setting up your pages *3*	•	•
	Master pages *6*	•	•
	Templates *9*	•	•
	Layout grid *12*	•	
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	Story editor *48*	•	•
	Formatting text with styles and style sheets *57*	•	
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	Fonts *65*	•	•
	Spacing between letters, words, and lines of text *71*	•	•
	Working with independent and inline graphics *80*	•	•
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	Color in publications *89*	•	
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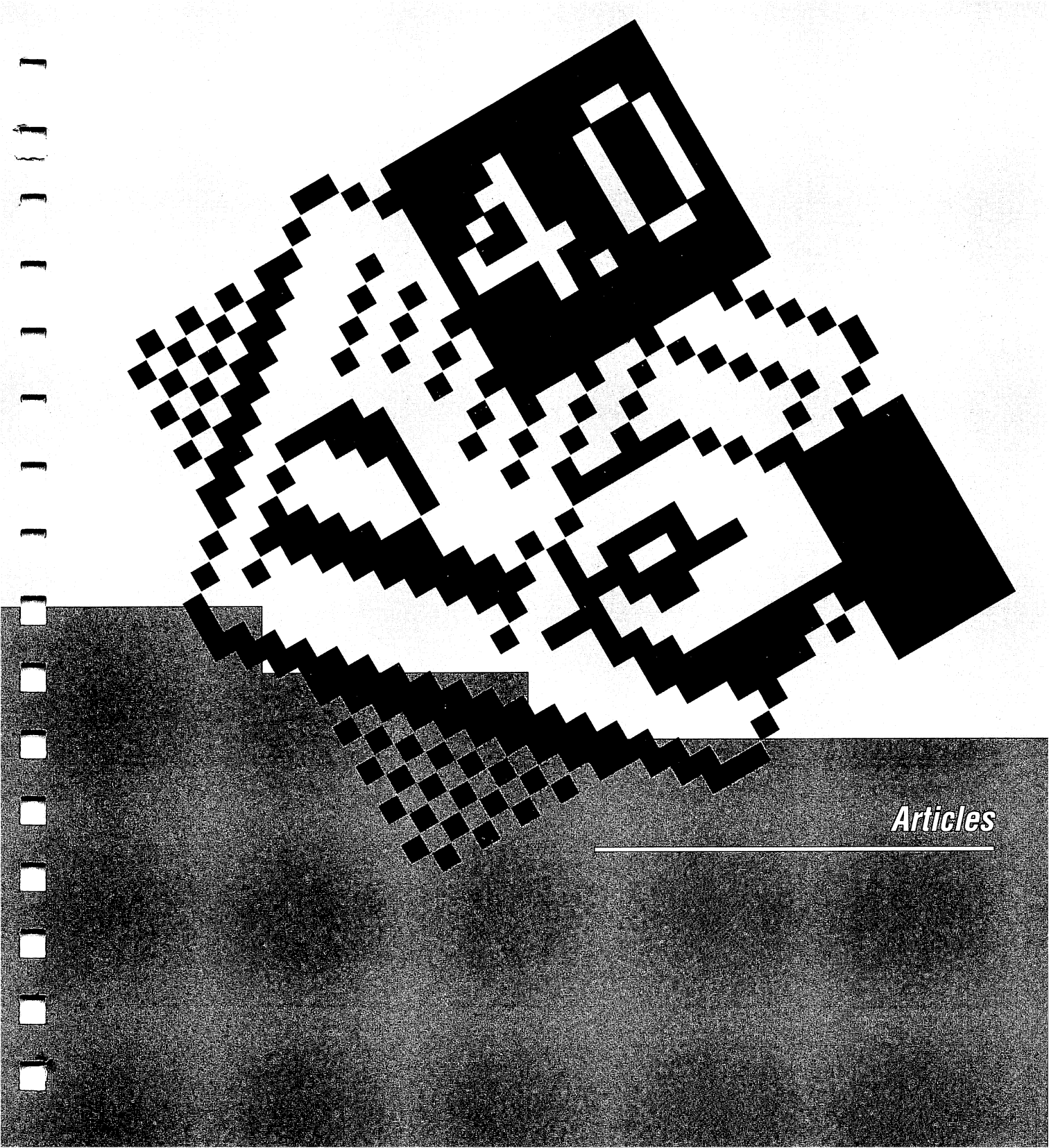


Articles

Setting up your pages

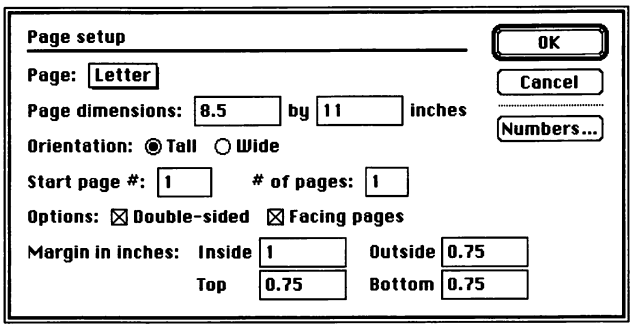
Setting up your pages is an important step in the publishing cycle because it raises a number of basic questions. For instance, what should the paper and page sizes be? Where should the margins be set? Should the publication be single- or double-sided?

When you have decided these questions, choose "New..." from the File menu and enter the values you want to use in the "Page setup" dialog box.

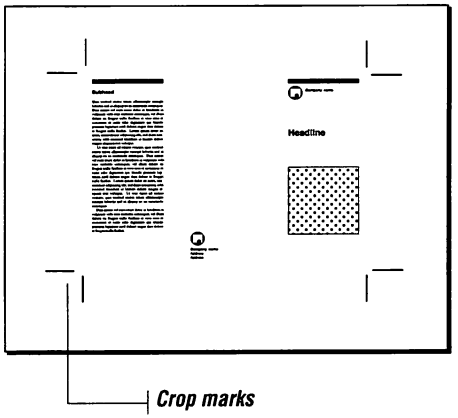
Page size

Most printers work with standard sizes of paper. Although your printer may limit you to certain paper sizes, PageMaker lets you specify any page size up to 17 by 22 inches (431mm by 558mm). The page size you select, or a representation of it, is what you see in the publication window.

"Page setup" dialog box



Sample printed sheet



When you print, PageMaker centers your page on the paper. If the paper is larger than the page, PageMaker can automatically print crop marks at the corners of each page as guidelines for trimming the paper.

For pages larger than the paper in your printer, you can either reduce the page size or select PageMaker's "Tile" option to print a portion of a page at a time. You then assemble the tiles to make a complete page.

Margin widths

Each page has four margins: top, bottom, left, and right. If your publication has double-sided pages, there are inside and outside rather than left and right margins.

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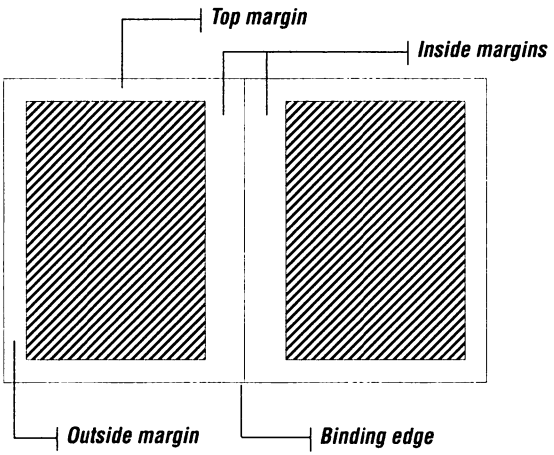
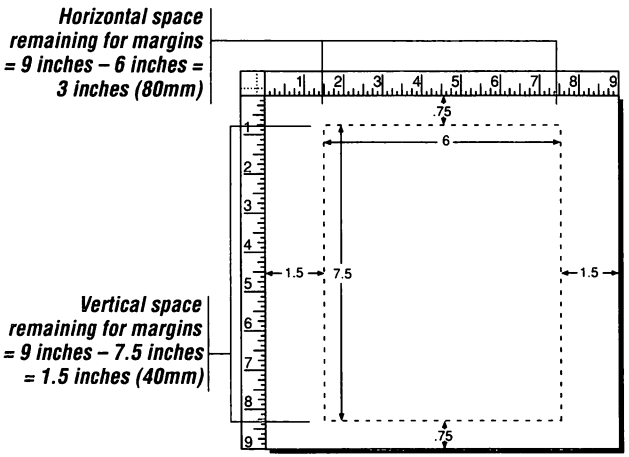
When you create a publication in PageMaker, you set margins that apply to every page.

If your publication has double-sided pages, the inside margin is measured from the binding edge, so you may want to make it wider than the outside margin to compensate for the area used by the binding process.

Sample facing pages of a double-sided publication



Calculating area within the margins



Calculating the area within the margins

To determine the area within the margins, you can specify the exact margins you want, or you can specify the size of the area within the margins and use the remaining area for margins.

For example, assume the page is 9 inches wide by 9 inches long (230mm by 230mm). For an image area 6 inches (150mm) by 7.5 inches (190mm), you would divide the horizontal space remaining for margins—3 inches (80mm)—between the left and right margins. (For a publication with double-sided pages, the inside margins should be wider than the outside margins to accommodate the binding.) Divide the 1.5 inches (40mm) of vertical space between the top and bottom margins.

Setting up a single- or double-sided publication

You can set up the publication as either single- or double-sided.

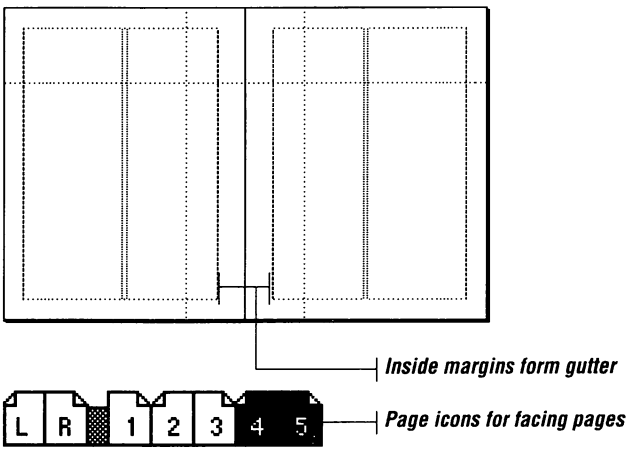
- To reproduce your publication on only one side of the paper, choose single-sided.
- To reproduce your publication on both sides of the paper, choose double-sided. For a double-sided publication, the inside margin alternates from left to right, or from the left margin of right

pages to the right margin of left pages. You can make the inside margin wider to allow more room for binding.

You can prepare pages as if for a single-sided publication but still reproduce the publication on both sides of the paper, especially if your left and right margins are equal. However, if you know that the publication will be double-sided, specify that option when you start your publication. Your choice determines how PageMaker displays your pages:

- For a single-sided publication, PageMaker displays one page at a time.
- For a double-sided publication, PageMaker gives you the option of displaying one page at a time (as if it were a single-sided publication) or two pages at a time.

Sample facing pages



Note: PageMaker cannot make your printer print on both sides of the paper. It only lets you set up your publication for two-sided printing.

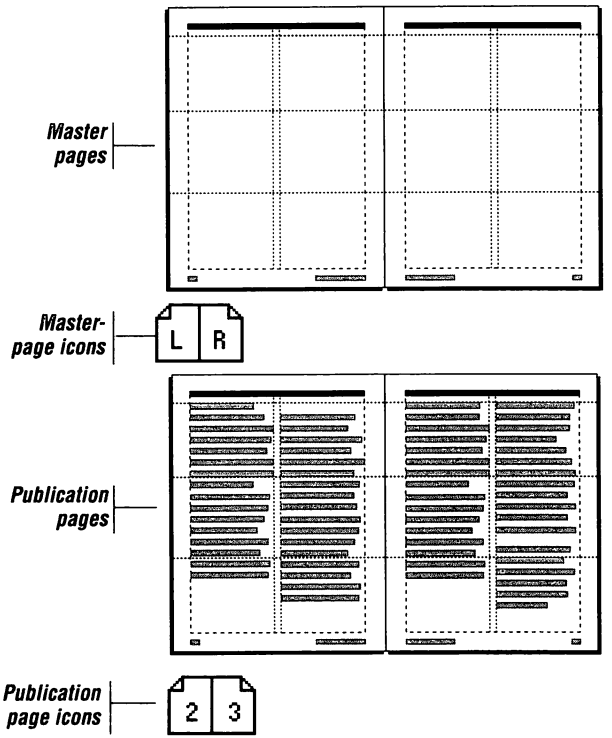
Choosing a printer

As you set up your pages, make sure that the print area of the printer you will use is large enough to accommodate all items on every page. The print area is the maximum area on a sheet of paper on which the printer can print. Most laser printers have a small border around the four edges within which they cannot print. The size of the border varies from printer to printer and for different sizes of paper. To make sure your printer can accommodate your pages, consult your printer documentation.

Also consider the resolution of your printer. Printer resolution affects how graphics with regular patterns will look when printed, whether created in PageMaker or another program.

For more information about the options for printing available to you with PageMaker, see the "Printing" article and the "Print..." command description. ❦

Master pages



Every new PageMaker publication automatically has one or two blank pages identified by the "L" (left) and "R" (right) page icons. These are master pages. PageMaker uses master pages as the foundation for the corresponding publication pages. Think of them as extra, transparent layers containing page elements that you want to display on some or all of the pages of your publication.

You can leave the master pages blank, but if your publication has elements that repeat from one page to another, as most publications do, you will probably want to add the following to the master pages:

- A layout grid with nonprinting guides
- Text, such as running heads and automatic page numbers
- Graphics, such as a logo that you want to appear on all your publication pages

Once you set up the master pages, you are not locked in; you can modify or ignore master-page elements for any particular page.

Note: Master pages cannot be printed. To print the contents of master pages, you must first display them on publication pages by choosing the "Display master items" command from the Page menu.

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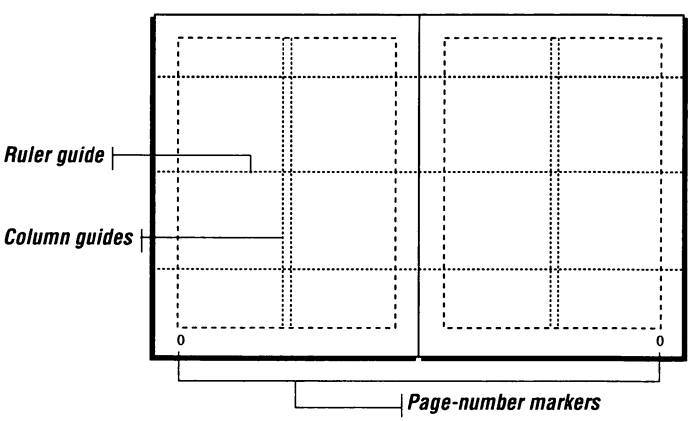
Adding text or graphics to a master page

To add text or graphics, first display a master page by clicking the "L" or "R" page icon. The "R" master page applies to all pages in a single-sided publication, but only to the right pages in a double-sided publication. The "L" master page applies only to the left pages in a double-sided publication. In a double-sided publication with facing pages, clicking either icon displays both left and right master pages at the same time.

You can create page-number markers on the master pages to generate page numbers on all publication pages. Setting up a layout grid of nonprinting guides on the master pages gives you a consistent page design for all your publication pages. The article "Layout grid" describes how to set up and use PageMaker's rulers and nonprinting guides.

Master pages



When the guides are in position on the master pages, you can add the graphics or text you want repeated on all or most pages.

Working with master-page items on publication pages

Master-page items include those you can print (text or graphics) as well as those you cannot print (column, margin, and ruler guides).

Text on a master page wraps only around objects on that master page, not around objects on publication pages. However, if "Display master items" is checked so that master-page items are displayed on the publication page, text on the publication page wraps around master-page graphics according to the graphics' text-wrap attributes.

For each publication page, decide whether or not to display the printing or nonprinting master-page items. If you cancel master-page items for a particular page, you can still change your mind and restore them.

You have a number of options in using master-page items on publication pages. After first displaying the publication page you want to work with, you can:

- Add or adjust nonprinting ruler and column guides, overriding the layout grid on the master pages. You can reposition ruler and column guides, or set up new ruler and column guides.
- Restore master-page guides after customizing a publication page by choosing "Copy master guides" from the Page menu.

- Display or hide master-page printing items by choosing "Display master items" from the Page menu. When this command is checked, choosing it removes master items from display for that page. When "Display master items" is not checked, choosing it displays the master items for that page.

If you cancel master-page items on a publication page and then make changes to column or ruler guides on the master pages, those changes will not appear on the publication page until you restore the display of master-page items with the "Display master items" command.

Modifying a master page

To change anything on a master page, you must first display it. You cannot change elements on a master page from a publication page.

Modify a master page the same way you created it. Add, change, or delete master-page items that can be printed, such as text and graphics, and most master–page items that are not printed, such as column and ruler guides.

When you modify master pages:

- Changes to text and graphics, including text-wrap attributes, appear on the corresponding publication pages.

- Changes to the nonprinting guides apply to the corresponding publication pages. The changes do not apply to pages with customized guides or to those on which you created guides before adding guides to the master pages.

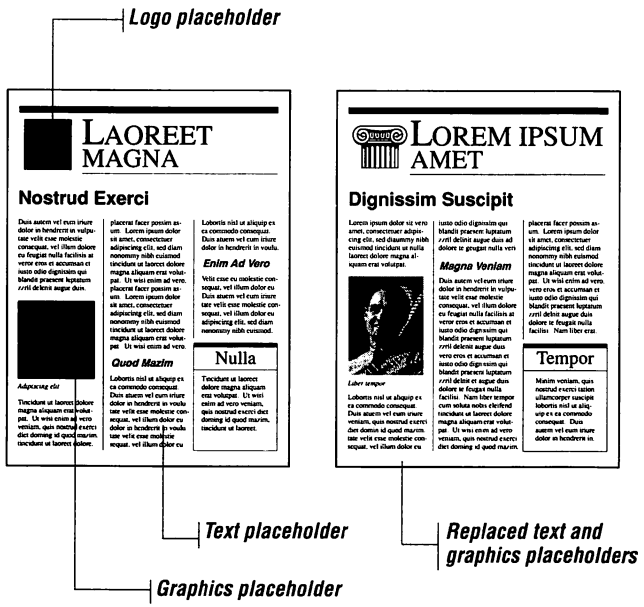
After you finish modifying the master pages, click the icon of a publication page to verify your changes.

Note: To change margins, choose "Page setup..." from the File menu while you are on any page (master or publication). The new margins you set in the "Page setup" dialog box apply to all pages in the publication.

Templates

PageMaker templates offer two major benefits: They provide an easy way to create professionally designed documents, and they can be used repeatedly with as many publications as you wish. When you use templates for publications you create frequently, you can focus on each publication's content because the master pages, publication design format, and style sheet are already built into the template.

From template to publication



See also

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Included in your PageMaker 4.0 package are templates for a wide range of publications, from slide presentations and employee bulletins to price lists and promotional flyers. You can use these ready-made templates as is or modify them to fit special needs. You can even build your own templates, as described later in this article.

There are two kinds of templates included with your PageMaker package: grid templates for general purposes and placeholder templates for specific kinds of publications, such as newsletters or price sheets. Grid templates are layout grids on master pages; each grid template specifies the page size, measurement system, ruler and column guides, and margin settings. Placeholder templates have filler text and graphics that you replace for each publication.

To create a publication using a template, choose "Open..." from the File menu and then, in the "Open publication" dialog box, open a copy of the predesigned template. Next add text and graphics created in word-processing and graphics programs. The procedures for adding text and graphics to a template publication depend upon whether you are working with a grid or a placeholder template.

Like regular publications, placeholder templates can have style sheets, although PageMaker does not automatically apply the styles in your template style sheet to imported text. The style of the text is determined by the way the text was defined in the word-processing program where it was created and by the template publication's defaults.

Using placeholder templates

Placeholders help you create publications quickly by reserving places on the page for text and graphics that you will add later. Each placeholder defines the exact position and dimensions of a replacement text block or graphic so that later adjustments will be minimal. PageMaker provides text and graphics placeholders.

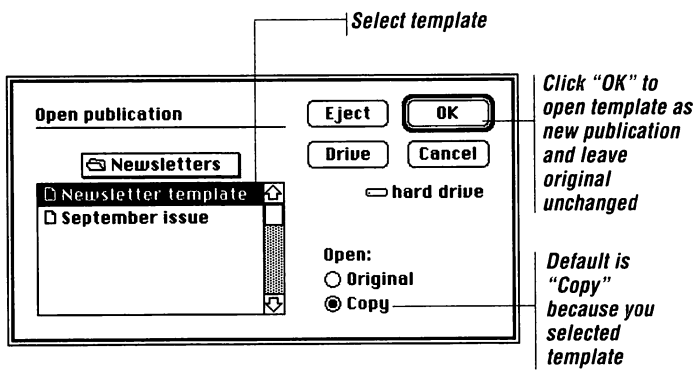
- A text placeholder holds a place on the page for a specific kind of text, including headlines, captions, mastheads, and body text, which usually have a preset font, style, size, leading, and line length.
- A graphics placeholder shows a suggested position and size for a graphic placed in your publication, such as a corporate logo. You can adjust the size and position of each graphics placeholder to accommodate text lengths, and you can delete a placeholder if you need the space for text or do not have the art for that placeholder position.

If your template contains placeholders, select a text or graphics placeholder and choose "Place..." from the File menu. Then select the appropriate replace option from the "Place document" dialog box. If your template does not contain placeholders, choose "Place..." from the File menu to add text and graphics.

The paragraph styles applied to replacing text depend upon the text's original styles:

- If the style name of the word-processed text is the same as that of the placeholder text, PageMaker applies the placeholder text's style when you place the word-processed text
- If the style names are not the same for both the word-processed text and the placeholder text, the word-processed text keeps its previous style, which is automatically imported into your publication's style sheet
- If no style is applied to the word-processed text, PageMaker applies the default style when you place the text

Creating a publication using a template



Building your own placeholder templates

The procedure for building a template is the same as that for creating a publication: You set up the master pages, create a layout grid, and define a style sheet before placing text or graphics. When you save a template using "Save as...," select "Template" in the "Save publication as" dialog box.

Adding placeholders

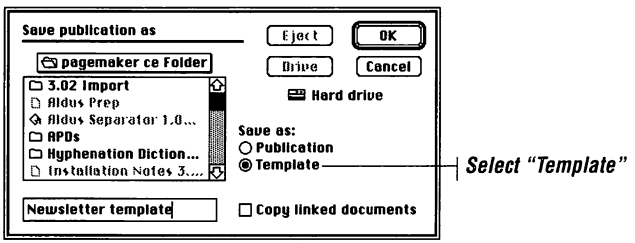
Text and graphics you add to a template become placeholders that hold places on

the page for headlines, captions, body text, a masthead, graphics, and logos.

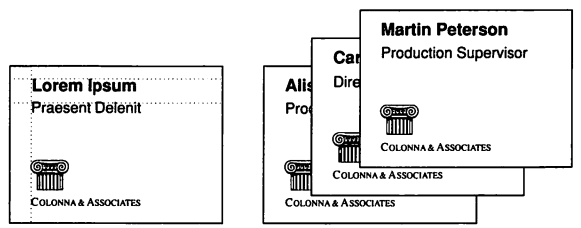
Text placeholders can be real or simulated body text. To use simulated text, select and place one of the "Lorem ipsum" text documents that came with your PageMaker 4.0 software. If your template has a style sheet, you can apply styles to the "Lorem ipsum" text so that when you use the template to build a new publication, the text with which you replace the simulated text has the correct style.

After you place the text and graphics, choose "Text wrap..." from the Element menu to define the way text wraps around graphics placeholders. For information about this process, see the "Text wrap..." command description.

Creating a template



Sample business card template and business cards



Template icon

Publication icon

Saving a publication as a template

To save a newly created template, select "Template" in the "Save publication as" dialog box. PageMaker then saves that publication as a template file instead of as a publication file. Later, when you select a publication in the "Open publication as" dialog box, PageMaker uses the file type to determine whether to open a copy (template) or the original (publication). From the Finder, you can distinguish between a template and a publication because the template and publication icons are different from each other.

Adding text and graphics to a template

Use this table to decide how to add the text and graphics.

If the publication has	Do this
No placeholders	Use "Place..." from the File menu to add text and graphics.
Text placeholder	Select the placeholder and choose "Replacing entire story" in the "Place"dialog box.
Graphics placeholder	If the replacing graphic is the same size as the placeholder, select the placeholder and choose "Replacing entire graphic" in the "Place document" dialog box.
Heading or title placeholder	Use the text tool to select the title or heading title placeholder you want to replace and type the new title or heading. To retain the style of the title or heading, do not delete the old text before typing the new title or heading. To alter the text's formatting, choose "Style palette" from the Windows menu to apply the appropriate text styles.

Layout grid

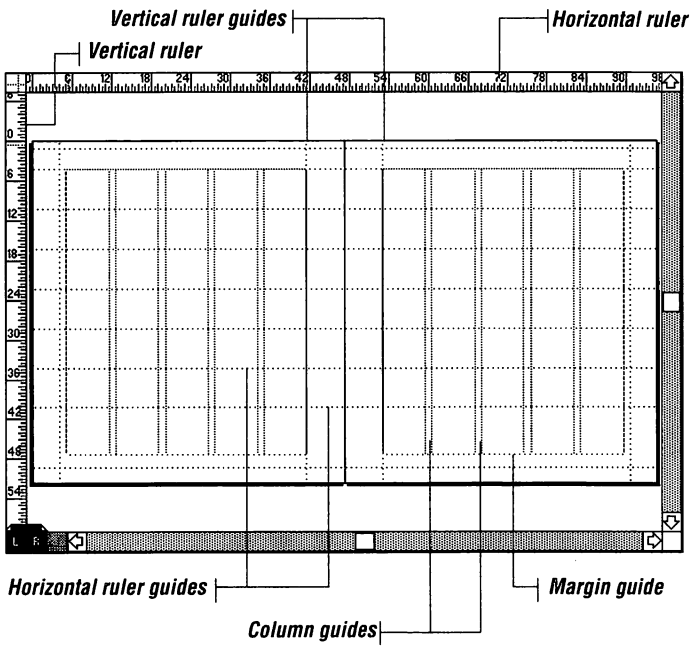
After you have set up your pages using the "New..." command from the File menu, you are ready to build a layout grid, which is the underlying design for your publication. Its foundation is an invisible grid formed by the intersections of the tick marks on the vertical and horizontal rulers. By aligning a series of nonprinting lines, or guides, with the ruler tick marks, you can take advantage of PageMaker's superior accuracy to create a layout grid for your publication. As you assemble your publication, use this layout grid to position and align text and graphics faster and more accurately than you could possibly do manually.

If the layout grid is the same for all or most of the pages in your publication, create the grid once on the master page(s) rather than duplicating your effort page by page.

This article describes the steps you follow to create a layout grid for a new publication:

- Selecting a unit of measure (inches, picas, decimal inches, millimeters, ciceros)
- Using the rulers and the invisible grid
- Setting and locking the zero point for ease in measuring
- Using nonprinting guides and the "Snap to guides" and "Snap to rulers" commands for precise alignment of objects
- Setting up, locking, and displaying ruler guides
- Setting up, locking, and displaying column guides for equal or unequal columns
- Adjusting the page setup

Layout grid



See also

Column guides...	141
Master pages	6
Mixing different numbers of columns on a page	299
New...	200
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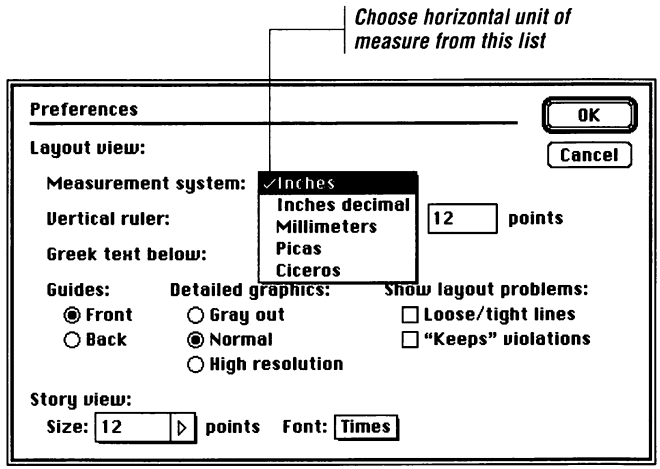
Snap to rulers	258
Using the zero point to create a layout grid	307

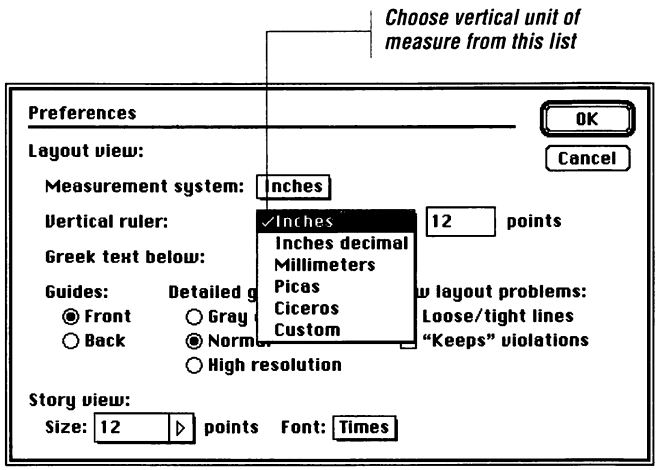
Selecting a unit of measure

Because all your layout specifications require precise measurements, you must specify the unit of measure for the horizontal and vertical rulers before building your layout grid.

Measurement system



Vertical ruler



To specify a unit of measure, choose "Preferences..." from the Edit menu. The "Preferences" dialog box appears.

The unit of measure you choose for "Measurement system" becomes the standard for all your publication measurements except the vertical ruler, which you set separately. For example, when you specify "Inches" in the dialog box as the "Measurement system," PageMaker displays inches for the margins in the "Page setup" dialog box, for the indents and spacing between paragraphs in the "Paragraph attributes" dialog box, and for the space between words in the "Spacing specifications" dialog box. If you change the unit of measure to picas, PageMaker will display the values in each dialog box in picas.

You can set the unit of measure for the "Vertical ruler" differently. Its setting should reflect the way you measure lines of text vertically. For example, you may feel comfortable measuring most things in inches, but find picas and points to be most useful for measuring lines of text.

If you choose "Picas" for the "Vertical ruler," PageMaker displays the same pica ruler that is displayed when "Picas" is the measurement system. If you choose "Custom" and are using proportional leading, you can customize the vertical ruler to your leading measurement. For example, if you are using 12-point proportional leading, specify 12 points in the "Vertical ruler," edit box. Then you can align the baselines of your text to the tick marks on the vertical ruler. The "Custom" option for the vertical ruler is especially useful when you want to ensure that baselines of text will align horizontally on pages that have two or more side-by-side columns.

The leading value you type in the "Custom" edit box controls the distance between tick marks on the vertical ruler; it does not control the space between lines of text. For information about where and how to specify leading values for lines of text, see the "Leading" command description.

You usually work with one unit of measure throughout a publication, but you can change to another unit of measure at any time using the "Preferences..." command.

Note: If you change the ruler measurement system while working on your publication, graphic objects already placed using the original measurement system may not align with the altered ruler measurement.

You can temporarily override the current unit of measure while filling in a dialog box.

To temporarily override the current unit of measure while working on a publication, type a one-character abbreviation in any dialog box in which you want a different unit of measure. The abbreviations are listed in the "Unit of measure override" table.

Unit of measure override

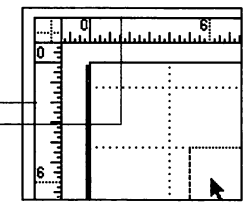
To change to	Type	For example
Inches	i after the number	5.625i for 5-5/8 inches
Millimeters	m after the number	25m for 25 millimeters
Picas	p after the number	18p for 18 picas
Points	p before the number	p6 for 6 points
Picas and points	p between the numbers	18p6 for 18 picas and 6 points
Ciceros	c after the number	5c for 5 ciceros

Using the rulers and the invisible grid

Use the horizontal and vertical rulers to position guides on the page, to adjust the length and width of columns, to adjust the size of graphics, or to create ruler guides. To display or hide the rulers, choose "Rulers" from the Options menu. When the rulers are displayed, the command is checked in the menu.

Unit of measure

Both rulers display unit of measure specified in "Preferences" dialog box



The increments shown on the rulers depend upon the size and resolution of your screen, the unit of measure, and the page display size you select. The more magnified the display size, the smaller the increments. Conversely, the more reduced the page display size, the larger the increments.

The "Ruler increments by page display size" table shows the increment sizes you see at the different page display sizes.

The vertical and horizontal tick marks intersect across the page to form an invisible grid, which enables you to achieve a level of accuracy not possible with any other desktop publishing program. At any page display size, any text or graphic you align with a tick mark is precise to within 1/2880th inch (0.00882mm). Items aligned between tick marks may not be positioned as accurately. PageMaker's "Snap to rulers" command, described later

Ruler increments by page display size

Page display size	Unit of measure			
	Inches	Decimal inches	Millimeters	Picas and points
25% size	1/8 in.	1/2 in.	5mm	1 pica
50% size	1/16 in.	1/10 in.	5mm	6 points
75% size	1/16 in.	1/20 in.	1mm	3 points
Actual size	1/32 in.	1/20 in.	1mm	3 points
200% size	1/32 in.	1/20 in.	.5mm	1 point
400% size	1/32 in.	1/100 in.	.5mm	1 point

in this article, lets you move objects close to the tick marks and PageMaker then positions them precisely.

Setting and locking the zero point

The zero point is the position at which the zeros on the vertical and horizontal rulers intersect.

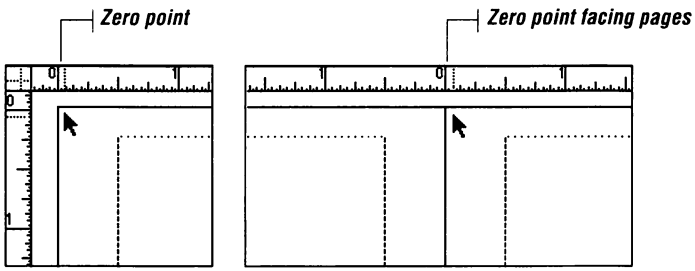
When you start a new, single-sided publication, PageMaker automatically puts the zero point at the intersection of the top and left edges of the page so that you can measure quickly from the page's edge. If you are working with facing pages, the default zero point is at the intersection of the top edge of the paper and the inside edges of the facing pages. Many graphic designers, however, prefer to position the zero point where the top and left margins intersect, so that their measurements reflect the area within the margins of each page. You can reset the zero point at any time while working on your publication by dragging it to where you want it.

After you position the zero point, it remains fixed as you move around in the publication window or change from layout to story view, or from one page display size to another. This immobility is important for measuring distances from a specific point. By checking the rulers, you always know where the pointer—or anything moved with the pointer—is in relation to the zero point.

For example, you may want to put ruler guides at one-inch increments from the top of your page to the bottom. If you position the zero point at the top edge of the page, you can drag ruler guides quickly to every inch mark, without having to calculate equal increments.

When you start a new publication, the zero point is unlocked so that you can easily reposition it. When the zero point is unlocked, the "Zero lock" command is not checked. After you have set the zero point, you may want to lock it in place to avoid moving it accidentally. Choose "Zero lock" from the Options menu.

The zero point



Repositioning the zero point is similar to moving ruler guides around on the page. Before repositioning the zero point, make sure that it is unlocked.

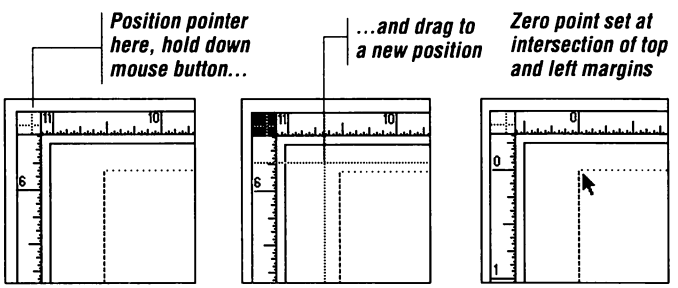
You can reposition the zero point as often as and wherever you want. For example, after placing a graphic, you may want to trim it to a specific size. Reset the zero point to the upper-left corner of the graphic. Then use PageMaker's cropping tool to trim the graphic until the dotted lines in the rulers show that the graphic is the right size. If necessary, reset the zero point when you have finished trimming the graphic.

Using nonprinting guides

PageMaker has three kinds of nonprinting guides for creating a layout grid: margin, ruler, and column guides. The nonprinting guides appear as broken lines on the screen—or in blue on color monitors—but they do not show on your printed page. Use these lines for positioning text and graphics, as you would use the grid lines drawn or printed in nonreproducible blue on pasteup boards.

When the "Snap to" commands are turned on, the guides pull text and graphics to them like magnets for exact positioning.

To reposition the zero point



Using "Snap to guides" or "Snap to rulers"

When "Snap to guides" is turned on, any text, graphic, or tool (other than the pointer or text tool) that you position close to a guide is pulled onto it. Likewise, when "Snap to rulers" is turned on, any text, graphics, or pointer (other than the pointer or the text tool) that you move is pulled onto the invisible grid formed by the two rulers.

Snapping items to ruler tick marks ensures their accurate placement to 1/2880th inch (0.00882mm) in any page display size, even "Fit in window"; but of course, there are many more tick marks to choose from when you are working in one of the magnified display sizes. For example, choosing the "Inches decimal" measurement system and 400% page display size gives you tick marks at .01 inch (0.5mm) intervals. To precisely position several objects 2.34 inches from the top of the page, zoom in to 400% page display size, turn on "Snap to rulers" and "Snap to guides," drag a ruler guide down to the 2.34 inch tick mark, go to any page display size, and place, drag, or crop objects to the ruler guide, confident that they are positioned with greater accuracy than you could achieve on a pasteboard.

If you want to draw or position text blocks and graphics near, but not on, the guides or rulers, turn off the "Snap to" commands. That way, you can draw a line near a guide without the pointer snapping to the guide.

Nonprinting guides		
Ruler guides	Dragged from the rulers	To help with alignment
Column guides	Set using the "Column guides..." command	To serve as boundaries for flowing text and positioning graphics within the image area
Margin guides	Set using the "New..." or "Page setup..." command	To define the image area on every page of the publication

When either of the "Snap to" commands is turned on, the command is checked in the menu. To turn these commands off, choose them from the Options menu.

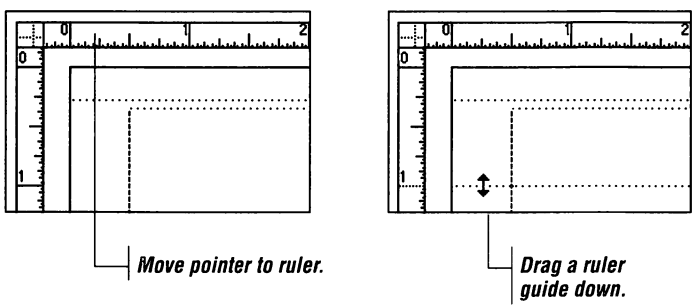
Setting up ruler guides

Ruler guides are nonprinting lines on the page that you drag out of the vertical and horizontal rulers. Position ruler guides anywhere on the page to help you align text and graphics.

Ruler guides do not restrict the flow of text as column guides do. On master pages, position the ruler guides that you want to use throughout the publication. On regular pages, add, move, or delete any ruler guides that you want to vary from page to page.

To create a ruler guide

Choose "Rulers" from Options menu if rulers are not displayed.



To move a ruler guide, drag it to a new position. To delete a ruler guide, drag it out of the window.

If you want to position ruler guides behind text or graphics, choose "Preferences..." from the Edit menu. Then, in the "Preferences" dialog box, click "Back" for "Guides." Positioning ruler guides behind text lets you select lines drawn on top of the ruler guide.

You can have up to 40 ruler guides, in any combination of horizontal and vertical, in the publication window. Ruler guides copied from the master pages count toward the total of 40. As a general rule, however, keep your page uncluttered by deleting ruler guides you are not using.

You can create ruler guides at any page display size. For the most accurate alignment, use the "Snap to rulers" command from the Options menu so that ruler guides are automatically aligned with tick marks on the ruler.

Setting up columns

Within the image area created by the margin guides, you can create equal or unequal columns, which will serve as boundaries for text and graphics.

Each page has at least one column and can have as many as 20. If you want the page to have only one column, that

column will be the area between the margins. To create multiple columns, choose "Column guides..." from the Options menu, and specify in the "Column guides" dialog box the number of columns and the amount of space between them. All columns are equal in width when you first set them up, but you can change their widths.

When you flow text into a column, the text flows from the left to the right column guide, line after line. Text flowed into a column is like wax poured into a mold; when the wax has set, you can take away the mold without disturbing the wax. Likewise, you can remove the column guides without disturbing the columns of text.

To create the same number of columns on every page, set up the column guides on the master pages. You can still change those column guides on the regular pages.

Creating equal columns

To create equal columns, choose "Column guides..." from the Options menu. If your publication is double-sided with facing pages, PageMaker displays the option "Set left and right pages separately" in the "Column guides" dialog box. If you want different numbers of columns on each facing page, check this option. PageMaker then displays separate text boxes for the left and right pages.

Next, for "Number of columns," type a number from 1 to 20. To flow text across the full width of the image area, type 1. Each column must be at least 12 points (1/6 of an inch, 4.3mm, or one pica) wide, so plan the number of columns and the space between them accordingly.

If you have more than one column, type a number in the "Space between columns" field. Remember, you can override the unit of measure shown by typing the unit abbreviation—*i* for inches, *m* for millimeters, *p* for picas (after the number) or for points (before the number), or *c* for ciceros—with the value.

If you specified one column in "Number of columns," PageMaker ignores any value typed here. When you click "OK," PageMaker draws the column guides on the page.

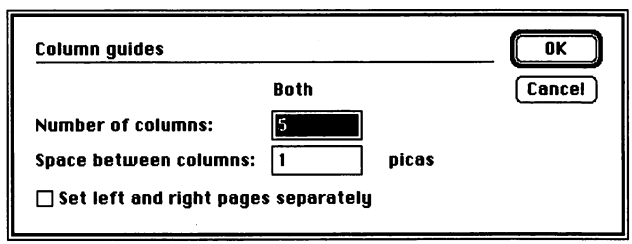
Creating unequal columns

Create unequal columns by dragging existing column guides. For greatest accuracy, align the column guides with the tick marks in the ruler.

The far-left and far-right column guides move singly, without affecting the overlapping margin guides. All other column guides move in pairs (i.e., the right guide of one column and the left guide of the column to the right), so that the space between the columns remains constant.

To move a pair of column guides, point to the one guide in the pair that you want to align exactly with a tick mark in the ruler. (The ruler position of the other guide may not be on a tick mark: for example, if

"Column guides" dialog box with "Set left and right pages separately" displayed but unchecked



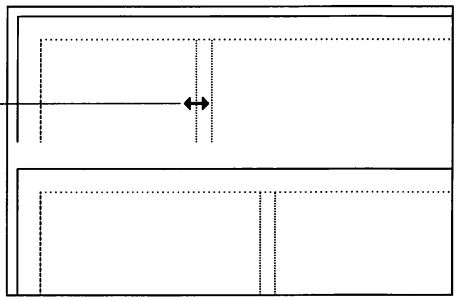
the unit of measure in the rulers is not picas, but the space between columns is 1 pica.)

If you choose "Column guides..." now, the word "Custom" appears in "Number of columns" to indicate that you moved the column guides manually. The space between columns remains as specified.

To restore columns to equal widths, choose "Column guides..." from the Options menu and type a value for "Number of columns" again.

To move a column guide

Hold down the mouse button. When the pointer changes to a double-headed arrow, drag column guides. Notice that the inner guides move as a unit.



Locking or unlocking ruler and column guides

Because the only way to change margin guides is with the "Page setup..." command from the File menu, you do not have to worry about moving these guides accidentally. But column and ruler guides can be easily dragged out of place unless you lock them.

Once you are satisfied with the column and ruler guides, lock them in place by choosing "Lock guides" from the Options menu.

When the guides are locked, the command is checked. You can still add ruler guides or change the number of columns, and those ruler and column guides will be locked as well. You can unlock the guides whenever you want by choosing "Lock guides" again.

Locking ruler and column guides also lets you select text or graphics placed on or near the guides without accidentally moving the guides.

Displaying or hiding guides

Once you have created them, PageMaker displays all three types of nonprinting guides—margin, ruler, and column guides—unless you hide them by choosing "Guides" from the Options menu. When the guides are displayed, the command is checked.

Hide the guides when you want to see what the page will look like when printed. Nothing else changes on the page, but you will not be able to create additional guides or use the "Column guides..." command until you redisplay the guides.

Adjusting the page setup

Use the "Page setup..." command from the File menu at any time to change the settings you originally specified in the "Page setup" dialog box. However, you should complete the page setup before you add guides, text, or graphics. Otherwise, you may have to adjust what is already on the page.

You can change every setting in the dialog box except in the "# of pages" field, which now displays the total number of pages in your publication. The changes

Page setup options

Option	Description
"Page size"	For single-sided pages, PageMaker centers the current page within the dimension of the new page size. For facing pages, PageMaker centers from the line where the two pages join. Text and graphics do not move. If the new page size is smaller, text or graphics that are completely off the new page stay on the pasteboard when you move to another page. As necessary, PageMaker shifts objects to make more room for them on the pasteboard.
"Orientation"	Text and graphics do not move. Any text or graphics that are completely off the reoriented page stay on the pasteboard when you move to another page. You can move them back into the publication.
"Start page #"	In a double-sided publication with facing pages, text and graphics that bleed across the pages remain anchored to the left-hand page. Changing the starting number by an odd number (1, 3, 5, etc.) causes left-hand pages (even-numbered pages) to become right-hand pages (odd-numbered pages), and vice versa. Spilled text and graphics stay with the new right-hand pages and spill onto the pasteboard. You cannot change "# of pages." For more information about inserting pages, see the "Insert pages..." command description.
"Options"	If the publication is double sided and you click to uncheck "Double-sided," PageMaker adjusts the inside and outside margins of even-numbered pages. If the publication is double sided and you click to uncheck "Double-sided," the publication becomes single sided. The inside margin shifts to the left edge of all pages. If the publication is double sided and you check "Facing pages," you may lose some ruler guides on those pages (now displayed as pairs) that together have more than 40 ruler guides. As necessary, PageMaker deletes the most recently added ruler guides. If you're working in facing pages and you click to uncheck "Facing pages," text and graphics that spill across facing pages stay anchored to what were the left-hand (even-numbered) pages. Those text blocks and graphics now spill off the right edges of the pages onto the pasteboard. The horizontal ruler guides carry over to both the separated pages.
"Margin in__"	Changing margins does not move items already positioned on the page. Move text and graphics to fit within the new margins.
"Numbers..."	Changing the numbering style, or changing or entering a prefix, alters not only the way page numbers are presented, but also the way index and table of contents entries are listed.

you make apply to every page in the publication.

Some changes are minor, such as slightly changing the margins. Other changes, such as changing page size or displaying facing pages in a double-sided publication, have more pronounced effects, which you should be aware of before using the "Page setup..." command. These effects are explained in the "Page setup" table.

PageMaker adjusts all the pages in the publication and highlights the icon of the page currently being adjusted if you change:

- From a double-sided to a single-sided publication
- From a single-sided to a double-sided publication with facing pages
- The "Start page #" for a double-sided publication from an even number to an odd number, or vice versa.

Converting and transferring PageMaker publications

PageMaker 4.0 for the Macintosh can convert publications created in PageMaker 3.0, 3.01, 3.02, and 3.02CE for the Macintosh (hereafter referred to collectively as "PageMaker 3.x"). It can also transfer publications created in PageMaker 4.0 for the IBM PC.

This article describes how PageMaker 4.0 for the Macintosh converts or transfers your existing PageMaker publications and what you can expect from the conversion or transfer.

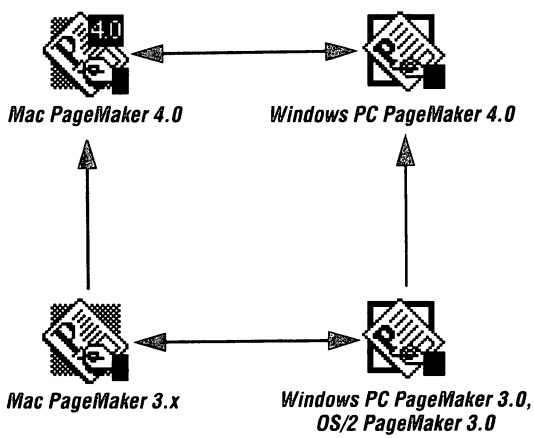
Converting a publication from PageMaker 3.x to PageMaker 4.0

To work on a PageMaker 3.x publication in PageMaker 4.0, you must first convert the publication. In most cases, converting a 3.x publication is a simple matter of starting PageMaker 4.0 and opening the 3.x publication. (You cannot double-click the 3.x publication to start PageMaker 4.0.) During the conversion process, your original 3.x publication remains intact because PageMaker 4.0 first copies and then converts your publication.

Before you convert all your 3.x publications, however, consider the following points. Then decide on a case-by-case basis which publications to convert to PageMaker 4.0:

- In most cases, converting a 3.x publication to PageMaker 4.0 will decrease the size of your publication file.
- PageMaker 4.0 composes text more accurately than PageMaker 3.x does, and the line breaks of the recomposed text may not match those of the 3.x publication.
- Defaults set for a PageMaker 3.x publication are retained in PageMaker 4.0 except for type specifications. Although the format of any converted text set with the 3.x defaults does not change, any new text you type or paste in the converted publication will use the new PageMaker 4.0 defaults.
- PageMaker 4.0 calculates autoleading more accurately than PageMaker 3.x does; you may see a slight difference in the length of converted text blocks.
- Unlike PageMaker 3.x, PageMaker 4.0 automatically wraps text around master-page graphics for which you have set text-wrap characteristics.

PageMaker conversion and transfer options



When you convert the publication to PageMaker 4.0, the text will appear as it did in PageMaker 3.x until you edit it. At that time, it will wrap around the graphics based on their wrap characteristics.

Keep in mind that you can still use PageMaker 3.x for any publications you do not want to convert. However, the expanded capabilities of PageMaker 4.0 make conversion worthwhile, even though you may have to make adjustments to the converted publication.

To convert a 3.x publication, start PageMaker 4.0 and choose "Open..." from the File menu to open the 3.x publication. PageMaker begins the conversion automatically and displays a progress indicator. Click "Cancel" to stop the conversion at any time.

During the conversion process, PageMaker extensively tests the integrity of your 3.x publication. If any defects are found, you are given an alert message and PageMaker corrects them automatically. If you receive any of these alerts, check the publication carefully after it has been converted.

When the conversion is complete, PageMaker opens the converted publication as a new, untitled publication. Use "Save" or "Save as..." to name and save the converted publication.

Transferring a PageMaker publication created on the PC

In general, you can transfer a PageMaker publication from the PC to the Macintosh by opening the PC file on the Macintosh with the same version of PageMaker that was used to create the publication on the PC. For example, you can transfer a publication created using PageMaker 4.0 on the PC (a file with a .PM4 extension) and then open it on the Macintosh using PageMaker 4.0. However, a PageMaker 3.0 publication for the PC (either Windows or OS/2) must first be converted to PageMaker 4.0 and then transferred to the Macintosh as a 3.0 publication.

To transfer a publication file from the PC to the Macintosh, use a communications application such as MacLink by DataViz, Inc.; PC MacBridge by Tangent Technologies, Ltd.; or TOPS by Centram, Inc. If you have one of the newer Macintosh computers with SuperDrive, it can read 3.5-inch disks created on the PC. Be sure to follow the vendor's instructions to transfer the publication as a binary file. Transfer separately any scanned images or other graphics files linked to the PC publication, and store them in the same folder as the publication.

PageMaker automatically transfers:

- Text
- PageMaker formatting
- Graphics created in PC PageMaker
- Graphics that have a complete copy stored in the publication
- Encapsulated PostScript (EPS) graphics
- Low-resolution screen versions of scanned images

PageMaker does not transfer:

- Linked graphics or text files
- Draw-type (object-oriented) graphics
- Graphics that do not have a complete copy stored in the publication
- Tables placed from Table Editor. (For information on transferring the table files before replacing them in the transferred publication, see the *Table Editor Guide*.)

Transferring type specifications

You will obtain the best transfer results using a PostScript printer as the target printer for both the PC and Macintosh. Type specifications are transferred if the printer the PC publication was created for is the same as the printer you plan to use for the Macintosh publication. If the printers are different, or if they use different names for the fonts, the type specifications will not be transferred. PageMaker uses its default font but saves the original specifications in case the publication is transferred back to the PC.

Restoring draw-type graphics

In publications transferred from the PC, draw-type graphics will appear on the Macintosh as a blank box with an "X" inside it. To restore these graphics, transfer them to the PICT format and then replace them in your transferred publication.

Copying high-resolution versions of external graphics files

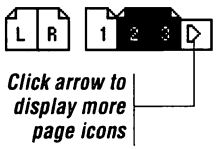
Low-resolution screen versions of large graphics files are automatically transferrred along with your publication. To display the high-resolution versions, you must transfer the external graphics files to the Macintosh. (For information on transferring graphics files, consult the documentation for your graphics program.) Once the graphics files are transferred, re-link them to your publication using the "Links..." command.

Transferring special characters

PageMaker tries to duplicate any special characters you specified using the PC. Because the Macintosh and PC (ANSI) character sets are different, your transferred file may have different characters. Unless you change those characters while the file is on the Macintosh, PageMaker will restore the original characters when you transfer the publication back to the PC.

Moving around in your publication

Page icons



PageMaker provides you with several ways to move to different positions on a page and to different pages in your publication. You can:

- Move from page to page using page icons
- Move from page to page using the "Go to page..." command
- Move around the page using the scroll bars
- Move around the page using Command + Option + click
- Move the page around on the screen using the grabber hand

Moving from page to page

In the the bottom-left corner of the publication window are page icons that represent the pages in your publication. These icons make for easy navigation in a publication of multiple pages.

PageMaker highlights the icons that represent the pages that are currently displayed. To move to another page, click the icon for that page. This shortcut is equivalent to using "Go to page..." on the Page menu.

Each publication has two types of page icons: master-page icons labeled "L" (left) and "R" (right), and numbered page icons that correspond to actual pages. If your publication is single-sided, all the page icons will look like the "R" icon. Page icons for double-sided publications alternate between left- and right-page icons.

If there is not enough room on your screen for PageMaker to display the icons for all the pages in your publication at once, small arrows appear on either side of the line of page icons. By clicking one of these arrows you can display other page icons. Click the right arrow to move toward the end of your publication. Click the left arrow to move toward the beginning.

Page icons are visible only in layout view and disappear when you choose "Scroll bars" on the Windows menu to hide the scroll bars.

When the scroll bars and page icons are displayed, "Scroll bars" is checked on the menu. When they are hidden, the command is unchecked.

To move to a different page when the scroll bars and page icons are hidden:

- Choose "Go to page..." from the Page menu and enter the number of the page you want
- Hold down the Command + Tab keys to move to the next page
- Hold down the Command + Shift + Tab keys to move to the previous page
- Hold down the Shift key as you choose "Go to page..." to page through your publication. Click to stop.

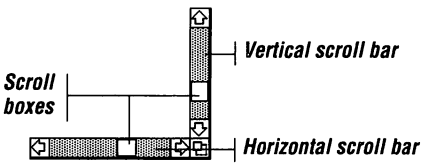
See also

Go to page... 170
Scroll bars 249

Moving around on the page

The scroll bars let you navigate on the displayed pages. Move up and down with the vertical scroll bar and sideways with the horizontal scroll bar.

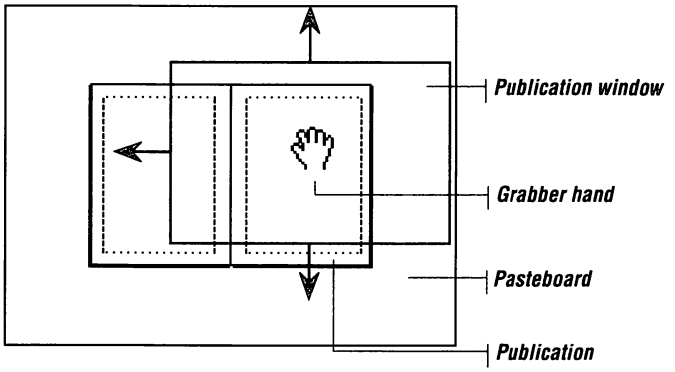
Scroll bars



To move around on the page using a scroll bar, drag the scroll box in the direction you want to go. When you release the mouse button, you will see a different part of your page. To scroll continuously, hold down the mouse button on one of the arrows at the ends of the scroll bar.

Note: The scroll bar moves the screen display, not the page, in the direction of the arrow. The page moves in the opposite direction.

Grabber hand



You can move from "Fit in window" page display size to "Actual size," centering any area of the page you want to work on in the publication window. Press Command + Option and click the area you want to center in "Actual size." To move to another area on the page, use Command + Option + click to return to "Fit in window" and then use it again, pointing to the area you want to move to.

Moving the page around on the screen

Use the grabber hand to move the pages in the publication window without using the scroll bars. This option is valuable when the scroll bars are hidden or when you want to move diagonally across the page. It is also useful for moving small distances at a time.

To display the grabber hand, press the Option key and then the mouse button. The pointer changes to a hand. As you drag the mouse, the hand pushes the contents of the window in the same direction. When you release the mouse button, the hand changes back into a pointer. If you hold down Option + Shift while moving the mouse, the grabber hand moves the publication only horizontally or vertically.

Another use for the grabber hand is to adjust cropped graphics. When you have cropped a graphic, reducing its size but not its scale, use the grabber hand to center the graphic within the available space.

Importing and exporting text and graphics

Most of the text and graphics you use in a PageMaker publication will probably come from word-processing and graphics programs, or from other software applications outside PageMaker. This article discusses how to transfer information to and from PageMaker publications, and describes:

- Import options
- Importing text
- Exporting text
- Importing graphics

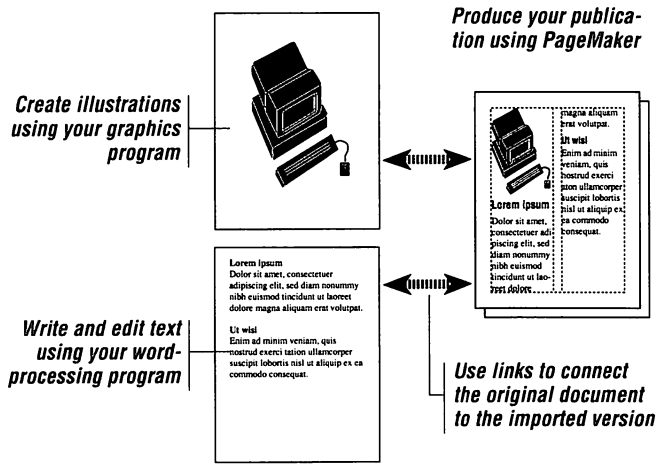
When you import documents into PageMaker or export them from PageMaker, an import or export filter does the work for you. A filter simply prepares text and graphics for transfer to or from PageMaker. Your PageMaker 4.0 package includes installable text filters and built-in graphics filters.

To work with text, you can import documents from the many word-processing programs whose files PageMaker can read directly from disk. If the program supports style sheets that contain type and paragraph specifications, PageMaker imports and exports the styles along with the text. Otherwise, you can import or export style formatting by adding style-name tags which transfer style definitions from one program to another. If there is an export filter for your program, you can easily export changes you made in PageMaker back into the original word-processing program.

PageMaker also imports graphics from a wide variety of sources, including paint- and draw-type graphics programs, Encapsulated PostScript (EPS) graphics programs, charting programs, and programs that save digitized images such as scanner and image-capture programs.

To help you manage revisions to imported files, PageMaker can automatically link imported text and graphics to their original, external files. Links let you know if the original file has been modified since you added it to your publication, or since you last opened the file. Then, any time you revise the original file, PageMaker can automatically update the imported version with your latest changes.

Importing, exporting, and linking



See also

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Export...	164
Place...	221

Note: Import and export filters are automatically copied to your hard disk when you install PageMaker. During the installation process, a folder called "Aldus Folder" is added to your System folder. All filters you installed are stored in the "Aldus Filters" folder inside the "Aldus Folder."

To save disk space, you can delete filters for applications that you will not be working with, but first make sure you have a backup copy on a floppy disk, in case you need the filters later.

Import options

You can use any of the following three commands to bring text or graphics into your PageMaker publication:

- Use "Place..." from the File menu to add files to PageMaker's layout view. Choose this command when you want to add the file directly to your publication without editing it.

- Use "Import..." from the Story menu to add files to PageMaker's story view. Choose this command when you want to edit the file before you place the story in your publication. For a complete discussion of the story editor, see the article "Story editor."

- Use "Paste" from the Edit menu to add information from the Clipboard to your publication. Choose this command when you want to work with selected information from other PageMaker publications or from other programs. For example, it may be more convenient to copy a few paragraphs to the Clipboard than to export them as a separate file for PageMaker to read from disk.

The "Place..." and "Import..." commands

When you choose "Place..." or "Import...," the "Place document" or "Import document" dialog box opens. In the dialog box, you select the import file you want to work with, and specify how you want to import the file. The options available depend upon the kind of file you select. You can add a text file as a new story, as part of an existing story, or as a replacement for an entire story. You can add a graphics file as an independent graphic, as an inline graphic, or as a replacement for a selected graphic. In addition, options in the "Place document" and "Import document" dialog boxes let you choose whether to import the document with or without formatting and style name tags, and whether to convert conventional quotation marks and apostrophes in the document to typeset-style quotation marks and apostrophes in PageMaker.

You can simplify the publishing process by using the "Links...," "Link options...," and "Link info..." commands to manage your imported files. For example, you can set link options so that large imported graphics are stored outside PageMaker, thus keeping your publication file size to a minimum. For more information about linking, see the article "Linking text and graphics files to your publication."

The Macintosh Scrapbook and Clipboard

You can also work with text and graphics from other programs (or other PageMaker publications) by copying and pasting them from the Macintosh Scrapbook or Clipboard. The Scrapbook is a

Macintosh desk accessory used for storing text and graphics until you delete them. The Clipboard is a Macintosh feature that stores one item at a time and replaces it with the next item you cut or copy. You can paste a Scrapbook item into PageMaker via the Clipboard, or you can use the "Place..." command. Use the "Place document" dialog box to open "Scrapbook file" in the System folder. The pointer will change to an icon that displays the number of graphics in the Scrapbook document. If more than one graphic image is stored in the Scrapbook, you can consecutively place some or all of the graphics.

When you paste text and graphics from one PageMaker publication into another, PageMaker maintains formatting information such as text attributes. PageMaker also maintains the link information when you copy and paste graphics or entire stories from one publication to another.

When you paste text and graphics from other programs into PageMaker, PageMaker does not link the information to the original source, and some text or graphics formatting may not be retained. Text attributes (e.g., font, size, and style) are retained only if you paste text from programs that support the Microsoft Rich Text Format (RTF); otherwise, text is stored in text-only format. For more information on RTF, see Appendix B. For more information on using the Clipboard, see the "Cut," "Copy," and "Paste" command descriptions.

Importing text

Your PageMaker package includes installable import filters that let PageMaker read files created by the following Macintosh programs:

- Acta Advantage 1.0
- MacWrite 1.0 through 5.0 and MacWrite II
- Microsoft Word 3.0 and 4.0
- Microsoft Works 1.0 and 2.0a
- WordPerfect 1.0 through 1.03
- WriteNow 1.0 and 2.0

In addition, PageMaker has installable import filters that read documents created by IBM PC-compatible programs, and documents saved in the Microsoft Rich Text Format (RTF) and the ASCII (text-only) format. For more information on import filters for IBM PC-compatible programs, see "Importing from IBM PCs and compatibles," later in this article. For a list of the type specifications, paragraph specifications, and special text features that PageMaker can import from the word-processing programs and file formats listed above, see Appendix B.

When you select the text file you want to import in the "Place document" or "Import document" dialog box, the appropriate filter, if installed, is automatically selected for you.

Preparing text documents for import

While import filters take care of most of the work of transferring text into PageMaker, in some cases there are steps you can take to ensure that the imported text is formatted as closely as possible to the text in the original file. As you're preparing text documents to import into PageMaker, keep the following in mind:

Carriage returns: PageMaker treats a carriage return as the start of a new paragraph, so do not insert a carriage return after each line of text in your document. Instead, let your word-processing program wrap text, and use a carriage return only to start a new paragraph.

Margins: PageMaker does not retain the margins set in word-processing programs. When you import text into PageMaker, it is placed directly against the left and right sides of the text block according to the tab, indent, and justification settings saved with the imported file.

Indents: PageMaker applies the left and right indents specified in your word-processing software to text that you import into PageMaker. Unless your margins in the word-processed document and the PageMaker publication are identical, apply the default indents in your word-processing software before you import the document into PageMaker.

Tables: Be sure to insert tabs, not spaces, to separate columns when setting up tables and lists in your word-processing software. Because fonts use proportional word and letter spacing, inserting spaces in the original file will produce uneven and jagged columns in PageMaker. Tabs, on the other hand, give you precise control over how columns are aligned. Once you import a table or list that's been formatted with tabs, use the "Indents/tabs..." command from PageMaker's Type menu to adjust the columns of text.

For information on importing tables created in Aldus Table Editor, or in Word 4.0 using Word's table feature, see "Importing tables from Table Editor and Word 4.0," later in this article.

Note: Column settings in word-processing programs are not retained when you import text into PageMaker.

Importing a style sheet

If you work with a word-processing program that supports style sheets, and an import filter is available for the program, you can import a style sheet into PageMaker. PageMaker imports only those styles that have been applied to text in a particular document. That is, if you define a style but do not apply it to text, PageMaker does not import the style.

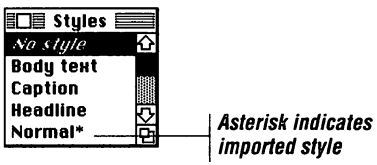
When you're importing a text file into PageMaker, and you want to copy the style sheet along with the file, make sure "Retain format" is checked in the "Place document" or "Import document" dialog box. Otherwise, the style sheet will not be included when you place the document. In general, when you import a style sheet, PageMaker imports whatever type information was specified in the style sheet in the word-processing program. The accuracy and completeness of the transfer, however, depend on the text import filter that PageMaker uses and on the compatibility of the style sheets in the

word-processing program and PageMaker. Features that do not have an equivalent in PageMaker will not be imported. For a list of the type specifications, paragraph specifications, and special text features that PageMaker can import from the word-processing programs and file formats listed on page 28, see Appendix B.

If the publication you are working with already has a style sheet, PageMaker adds the styles you import to the list of existing styles. PageMaker places an asterisk (*) next to each imported style name in the "Styles" palette. If an imported style has the same name as a style already in that publication's style sheet, PageMaker's existing style overrides the imported style.

You can edit imported styles in the same way you edit the styles you create in PageMaker. For more information about style sheets, see the article "Formatting text with styles and style sheets."

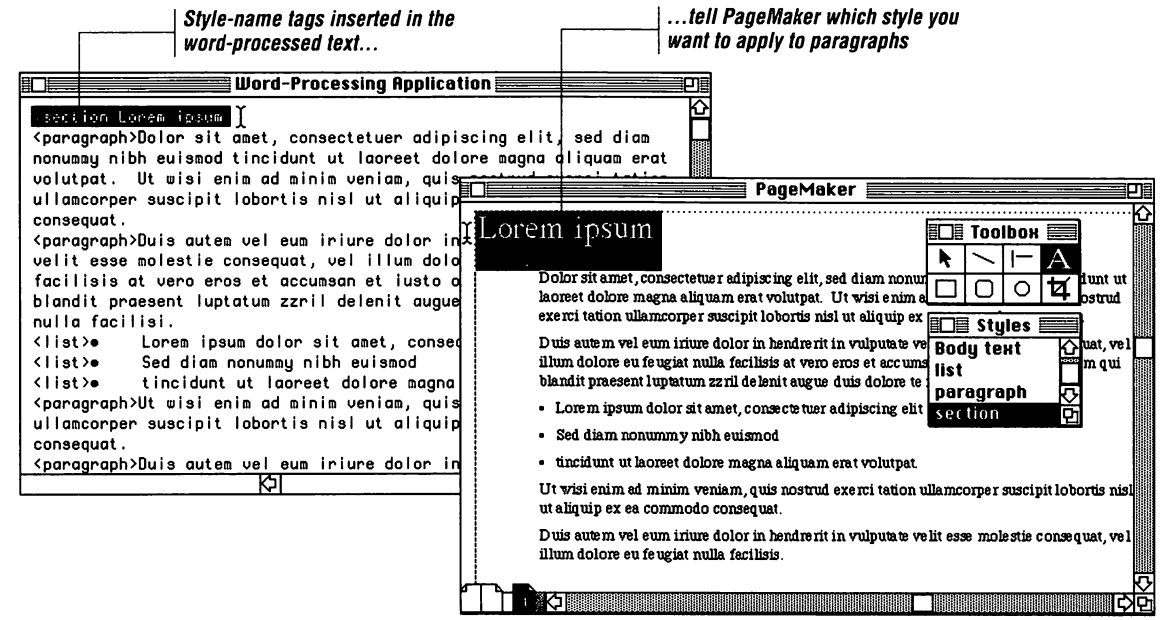
"Styles" palette



Importing a document with style-name tags

If your word-processing software does not have style sheets, you can mark your document with style-name tags to match the style sheet in your PageMaker publication. A style-name tag is a name enclosed in angle brackets (< >) at the beginning of a paragraph that tells PageMaker which style

Using style-name tags



to use to format the paragraph. When you import text into a publication along with this style-name tag, PageMaker applies the style with that name to that paragraph and subsequent paragraphs.

In the original file, you must place style-name tags at the beginning of a paragraph. Paragraphs that aren't preceded by a style-name tag are formatted with the style for the preceding paragraph. If a tag does not match an existing PageMaker style, PageMaker creates a new style, using the type specifications used to format the text of the style-name tag itself.

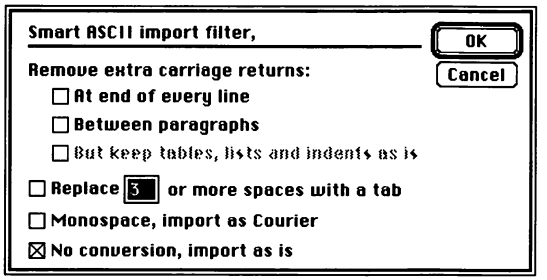
When you want to place a document marked with style-name tags, check the "Read tags" option in the "Place document" or "Import document" dialog box.

Importing text-only files

When you import a text-only document with no style-name tags, PageMaker applies the publications defaults for type, paragraph, indent, tab, and spacing specifications to the text. PageMaker can read any text-only document directly from disk using the Smart ASCII import filter.

When you select a text-only file in the "Place document" or "Import document" dialog box, the "Smart ASCII import filter" dialog box opens automatically. The dialog box is especially helpful if you want to import a file converted from an IBM PC-compatible format. The following options are available:

The "Smart ASCII import filter" dialog box



Remove extra carriage returns: Removes a carriage return from the end of every line (if you select "At end of every line"), or removes all but one carriage return from between paragraphs (if you select "Between paragraphs"), or both. Since PageMaker treats a carriage return as the end of a paragraph, select "At end of every line" when your text file has a carriage return at the end of each line and you do not want each line to be a separate paragraph. If your word-processing program adds carriage returns and you want PageMaker to recognize paragraphs in the document, make sure your paragraphs are separated by two or more carriage returns, and select both options.

But keep tables, lists and indents as is: Does not remove carriage returns from tables or from lists embedded in text. Tables and lists will be recognized as such when a line of text begins with spaces or tabs, or when a line contains embedded tabs. This option is available only when the "At end of every line" or "Between paragraphs" options are checked.

Replace __ or more spaces with a tab: Replaces a specified number of contiguous spaces with a tab character. This option is useful if you have created a table using spaces instead of tabs, or if your program substitutes spaces for tabs.

Monospace, import as Courier: Imports all text in the document as the monospaced (fixed-width) font Courier. This option is useful when you want to align text without using tabs.

No conversion, import as is: Imports the text without making changes to it. This is the default option.

Importing a table from Table Editor and Word 4.0

This section describes how to work with tables created using Aldus Table Editor or Word 4.0's Table feature. Both programs let you enter text by rows and columns as in a spreadsheet, and let you save the table as a text-only file or as a PICT graphics file.

The method you use for importing a table depends upon the attributes you want to import into PageMaker and whether you want to edit the text in PageMaker. If you import the table as a PICT graphic, it will be identical to the table in the original program; you will be able to resize or crop the graphic, but you will not be able to edit the text within the graphic. Generally, you should import the table as a text file only if you need to edit the text in PageMaker. Note that graphic elements such as borders around cells are not retained when you import tables as text.

When you import a table as text, the file is tab-delimited. This means that text separated by columns in the original program will be separated by tabs in PageMaker, while text separated by rows in the original program will be separated by paragraph returns in PageMaker. You may have to use PageMaker's "Indents/tabs..." command to realign the columns of text so that they match those in the original program.

Note: When you import tables as text from Word 4.0, the left edge of each cell is imported as a left-aligned tab, and text in the cell is aligned to that tab. Word's settings for "Width of column," "Indent Rows," and "Space Between Cols" are included in the calculations for imported tab locations. Other settings in the "Cells..." dialog box, including borders, are ignored. The style you applied to the first cell in each row in Word is applied to the entire row in PageMaker.

The following procedures describe the techniques you must use to prepare a Word 4.0 table before you can import it into PageMaker. For more information on exporting tables from Table Editor, refer to the *Table Editor Guide*, included with your PageMaker 4.0 package.

Importing a table from Table Editor

Table as it originally appears in Table Editor

	A	B
1	Qui centurio galeam amplissimam gerebat?	Is qui fuit capitis amplissimi
2	Quid melius est in opus pistorium inferre?	Tui dentes
3	In alphabeto quot litterae sunt?	Viginti quattuor; nam E.T. domum rediit

Table becomes tab-delimited when imported as text

```
Qui centurio galeam amplissimam gerebat?♦ Is qui fuit
capitis amplissimi
Quid melius est in opus pistorium inferre?♦ Tui dentes
In alphabeto quot litterae sunt?♦ Viginti quattuor: nam
E.T. domum rediit
```

To import a Word 4.0 table as tab-delimited text:

1. **In Word, insert a new line before the table, and type an uppercase "T" in the line.**

2. **Select the "T," choose the "Character..." command from the Format menu, and check the "Hidden" option in the "Style" dialog box.**

3. **Save the Word file, and import it into PageMaker using the "Import..." or "Place..." command.**

To save a Word 4.0 table as a graphic:

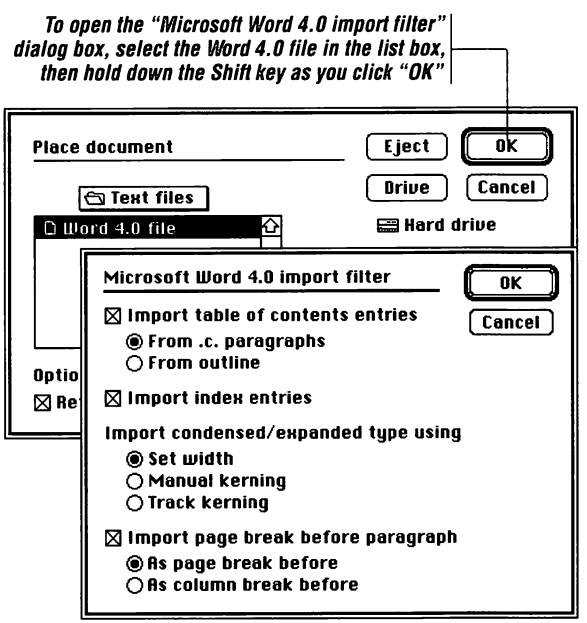
1. **Turn off the "Show Hidden Text" and "Show Table Gridlines" options in the "Preferences" dialog box.**

2. **Select the entire table. Be careful to select the table only, and not the lines above or below it, even if they are empty.**

3. **Press Command + Option + D.**
Command + Option + D copies the table to the Clipboard as a PICT graphic. If you are importing more than one table, paste the table into the Scrapbook and repeat Steps 2 and 3 for each table.

4. **In PageMaker, go to the page you want, and choose "Paste" from the Edit menu.**
To import the table as an inline graphic, click an insertion point in a story before you choose "Paste."

Importing Microsoft Word files



The "Microsoft Word 4.0 import filter" dialog box

You can use the "Microsoft Word 4.0 import filter" dialog box to control how PageMaker imports these special features:

- Table of contents (TOC) entries
- Index entries
- Condensed/expanded character spacing
- The "Page break before" paragraph setting

To open the dialog box, choose the "Place..." or "Import..." command, select the Word 4.0 file that you want to import, then hold down the Shift key while you click "OK." When the "Microsoft Word 4.0 import filter" dialog box opens, select the settings you want:

Import table of contents entries: Imports the table of contents (TOC) entries in the file. Specify how you entered the table of

contents in Word 4.0, either "From .c. paragraphs," or "From Outline."

Import index entries: Imports index entries (.i.) from the file.

Import condensed/expanded spacing as: In Word 4.0, condensed character spacing subtracts space between characters in a selected range of text, and expanded character spacing adds space. Note that in Word you specify character spacing in points, while in PageMaker you specify spacing values in percentages of font size. If you have specified condensed or expanded spacing in Word 4.0, you can select one of the following three options to define how you want PageMaker to format the text:

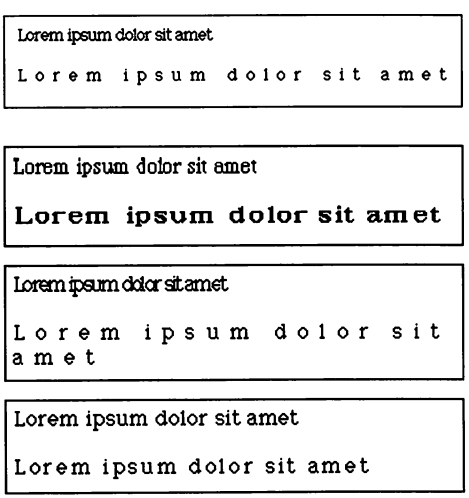
Set width: Imports text with the same line length as in the original file, converting Word's condensed or expanded character spacing to narrower or wider character widths. "Set width" is the default setting.

Manual kerning: Imports text so that it most closely resembles the condensed or expanded character spacing in Word 4.0. PageMaker interprets Word 4.0 character spacing values as individual kern spacing values between pairs of adjacent characters.

Track kerning: Controls character spacing for paragraphs. In PageMaker there are six settings: "No track," "Very loose," "Loose," "Normal," "Tight," and "Very tight." Depending upon the spacing values you have specified in Word, if any, text with condensed spacing will be imported into PageMaker with a "Track" setting of "Normal," "Tight," or "Very tight." Expanded text will probably be imported as "Normal," "Loose," or "Very loose."

Import page break before paragraph: Imports page breaks that you have specified using the "Page Break Before" option in Word's "Paragraph" dialog box. You can import page breaks as either of two PageMaker paragraph formats: "Column break before" or "Page break before." PageMaker does not support Word's automatic page breaks (pagination) or hard page breaks inserted into the text.

Importing condensed and expanded type from Word



Importing text from IBM PCs and compatibles

You can import text files created on IBM PCs and PC-compatible computers into the Macintosh version of PageMaker. You can also export text from the Macintosh version of PageMaker into IBM PC-compatible files.

To use a PC file on the Macintosh, or vice versa, you must first transfer it as a binary file through a communications bridge, such as MacLink, PC MacBridge, TOPS, or Daynafile. If your PC can write to a 3-1/2-inch floppy disk, you can use the Apple File Exchange utility to transfer the file, and translate it into a Macintosh-readable format using a Super (FDHD) drive. For more information, see the article "Converting and transferring PageMaker publications."

PageMaker has installable import filters that can correctly place PC files that you have created using the programs listed below. The files you import from these programs must have the correct filename extensions in order for PageMaker to read the files from disk; these filename extensions are noted in parentheses after the program names below.

- WordPerfect 4.2 (.WP), 5.0, and 5.1 (.WP5)
- XyWrite III Plus (.XY3)
- Programs that create Document Content Architecture (DCA) files, including Samna Word, IBM DisplayWrite 4, WordStar 3000, and Volkswriter 3 (.DCA)
- Programs that save files in the Microsoft Rich Text Format (.RTF)
- Programs that save files in ASCII (.TXT) format from PC AT-compatible personal computers

Note: You can import and export files from Microsoft Word 3.0, 4.0, and 5.0 for MS-DOS, and Word 5.0 for OS/2. The method you use depends upon the file format in which you saved the file you want to import. If you save a Word file as ASCII (text-only), ASCII with line breaks, or RTF, you can import it directly into Macintosh PageMaker once you have transferred it to your Macintosh. To import a DOS or OS/2 Word file saved in Normal format, transfer it to your Macintosh, open and save it in Word version 3.0 or 4.0 for the Macintosh, and then import the Word document into PageMaker. DOS or OS/2 Word files saved as RTF or Normal will retain almost all their formatting when you import them into PageMaker (see Appendix B for details).

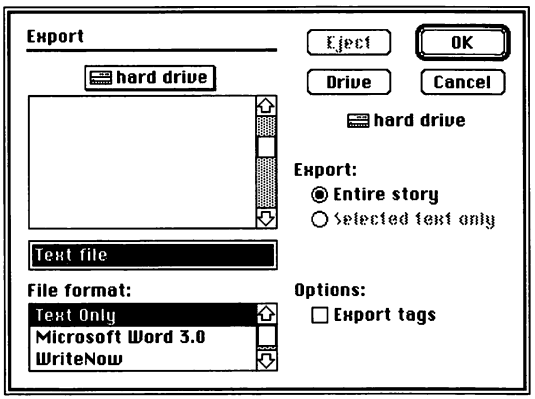
Exporting text

Use the "Export..." command from the File menu to save all or part of a PageMaker story as a document you can open in a word-processing program. Your exported text can retain any PageMaker formatting the word-processing program recognizes, provided an export filter for that program is available in PageMaker. If an export filter is not available, you can export the file as a text-only document. Exporting does not remove text from your publication, or change the story's link information; it simply makes a copy of the text in the format you select.

Your PageMaker package comes with installable export filters for the following software programs and file formats:

- MacWrite II
- Microsoft Word 3.0 (you can open Word 3.0 documents with later versions of Word)
- Microsoft Rich Text Format (RTF)
- ASCII (text-only) format

The "Export" dialog box



In addition, PageMaker for the Macintosh has installable text-export filters for the following PC software formats:

- XyWrite III Plus
- Document Content Architecture (DCA) format
- Microsoft's Rich Text Format (RTF)
- ASCII (text-only) files for PC AT-compatible personal computers

In general, the features and formatting that each export filter can convert are the same as those listed for the corresponding import filters in Appendix B (i.e., the features that will be imported from one program into PageMaker will also be exported from PageMaker into that program). In a few cases, some text formatting that is not compatible with PageMaker will not be displayed when imported, but will be maintained for export from PageMaker. These cases are noted in Appendix B.

Exporting to Microsoft Word 4.0

You can open directly in Word 4.0 any text file you export using the Microsoft Word 3.0 export filter. The Word 3.0 export filter has expanded capabilities that let you export most of the formatting available in Word 4.0. When you export to Word 4.0, all formatting options and styles that are applied in PageMaker are retained, except for the few PageMaker text features that Word does not support. See Appendix B for more specific information on feature compatibility.

Exporting a style sheet

You can export PageMaker's style sheets along with text if you are exporting to programs that support styles. How much of the PageMaker style is exported to the word-processing software depends on the export filter you use and the compatibility of the style sheets in PageMaker and in the word-processing program. If you want to export styled text to programs that do not support styles, you can check "Export tags" in the "Export" dialog box; PageMaker will export the formatting and insert style-name tags at the beginning of each paragraph. That way you can

maintain style information when you import the text back into PageMaker.

Importing graphics

PageMaker can import graphics in the following file formats:

- Paint-type or bitmapped graphics
- PICT and PICT 2 or draw-type graphics
- Encapsulated PostScript (EPS) graphics
- Black-and-white, grayscale, and color TIFF images

Paint-type graphics

A paint-type, or bitmapped, graphic consists of a rectangular array of dots, called pixels. PageMaker can read any document saved in paint-type or MacPaint format. Numerous graphics programs can save files in this format.

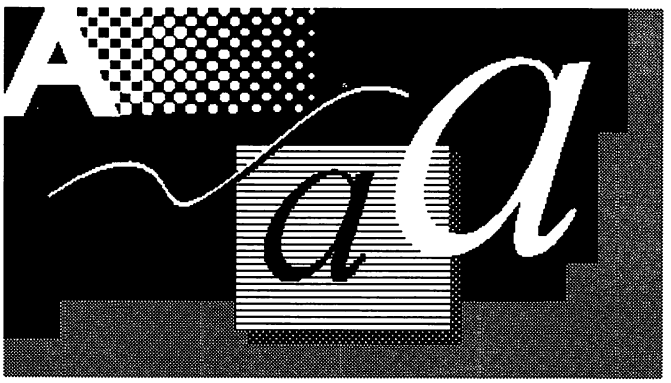
All paint-type graphics have a resolution of 72 dots per inch, which matches the resolution of the Macintosh screen. You can resize paint-type graphics (and TIFF images) to match the resolution of your printer so they will look their best when printed. For more information, see the technique "Scaling a graphic."

Draw-type graphics

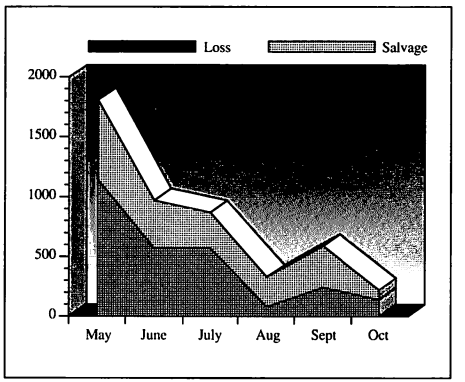
Draw-type (vector) graphics software creates images with elements whose shapes are described mathematically. An advantage of draw-type graphics is that they can be resized without loss of resolution. Many software programs that create vector images can save them in PICT format. Some can also fill vector shapes with patterns and colors, which PageMaker can also import.

Before placing any draw-type graphic in PageMaker, make sure it is saved in the PICT or EPS format. There are two basic PICT formats: PICT and PICT 2. PICT 2 graphics have more enhanced capabilities, including high-resolution color. An Apple Macintosh Plus or SE saves in the PICT format, while an Apple Macintosh II, IIx, IIci, or SE30 can save in either the PICT

Paint-type graphic



Draw-type graphic



or PICT 2 format, depending upon the capabilities of the software program in which the graphic was created.

Note: If you intend to create process separations using a program such as Aldus PrePrint, we recommend that you save draw-type graphics in EPS format instead of PICT format.

Encapsulated PostScript graphics

Encapsulated PostScript (EPS) is a special format for graphics and text created with several high-quality drawing programs. EPS graphics usually have two parts: an optional PICT or bitmapped graphic that is displayed on the screen, and the PostScript code that PageMaker uses to print the graphic. If you created the document without a screen image, you see a box on the screen instead of a graphic, but the PostScript graphic will appear when printed to a PostScript-compatible printer.

EPS graphic

Note: If you print an EPS graphic to a non-PostScript compatible printer, PageMaker prints the low-resolution screen image of the graphic.

You can create EPS documents in two ways:

- Use software that produces EPS documents.
- Write your own PostScript program using any text editor or word-processing software and storing the program as a text-only document.

Scanned images

You can import scanned images created with a variety of scanner or video-frame grabber programs. With a scanner you can create an image of a piece of line art or a photograph that you can then use as a graphic. Video-frame grabbers can capture images from live sources. The quality of the graphic depends upon the quality of the original image you used, and on the capabilities of your digitizing hardware and software.

Note: We recommend that you save scanned images in the TIFF format. TIFF images are generally more compact than other scanned image formats, and so are easier to place into PageMaker. In addition, you can edit grayscale TIFF images with PageMaker's "Image control..." command or with photo-retouching applications such as PhotoMac, and print them on both PostScript-compatible and non-PostScript-compatible printers.

Black-and-white and grayscale scanned images

In general, you should save black-and-white art (with no gray values) as a black-and-white image, in either TIFF or MacPaint format. You can save a photograph or other image with multiple shades of gray either as a halftone or as a grayscale image. Which method you use depends upon the image, the capabilities of your digitizing hardware and software, the effect you want to produce, the resolution of your printer, and how you plan to modify the image once you place it in PageMaker. In a halftone image, the image is converted, or "screened," into fixed patterns of black-and-white dots arranged in a manner that can simulate shades of gray. In a grayscale TIFF image, each area in the image is interpreted as one of 16 different levels of gray (some scanners can interpret up to 256 levels of gray). The screening necessary for printing any image is handled by PageMaker and your printer when the image is printed.

For the greatest flexibility and power in PageMaker, save scans of black-and-white photographs as grayscale TIFF images, if possible. You can then use the "Image control..." command, or the magic-stretch feature in PageMaker, to enhance the graphic. For more information, see the techniques "Compressing and decompressing TIFF files" and "Scaling a graphic."

Scanned image saved as TIFF

Color TIFF images

On a black-and-white monitor, imported color TIFF images are displayed as if they were grayscale. Regardless of the monitor, color TIFF images print on color PostScript and QuickDraw™ printers. If you are printing on a black-and-white printer, color images will be printed as grayscale images. For more information on color printing, see the article "Color in publications."

Importing and exporting inline graphics

Inline graphics in PageMaker are graphics embedded in text blocks, having some of the attributes of both text and graphics. There are two ways to add an inline graphic to your publication:

- Import a text file containing an embedded graphic
- Add any graphic using the "Place...," "Import...," or "Paste" command with an insertion point selected

PageMaker supports leading, track kerning, and manual kerning as text attributes for inline graphics. You can modify an inline graphic as you would an independent graphic. If you import a text file with an embedded graphic from another software program, PageMaker ignores any additional graphic formatting. For more information, see the article "Working with independent and inline graphics."

The only graphics you can export from PageMaker are inline graphics in the PICT format; independent graphics and inline graphics in other file formats cannot be exported. To export an inline graphic, export the story that contains the graphic to a word-processing program that supports inline graphics. For information on programs that support inline graphics, see Appendix B.

You can export any page of your publication as an EPS graphic by printing the page to disk. For information, see "Exporting a page as an EPS graphic" in the Techniques section.

Importing large graphics files

In the "Link options" dialog box, you can set the "Store copy in publication" option as the default for all graphics imported into your publication. When this option is checked, all the information needed to print and display the graphic at high resolutions is automatically stored inside the publication. However, importing large graphics as complete copies will make your publication file large, and may decrease performance speed. For this reason, when you are importing a graphic larger than 256K, PageMaker will alert you, tell you the size of the file, and ask if you still want to store a complete copy in the publication.

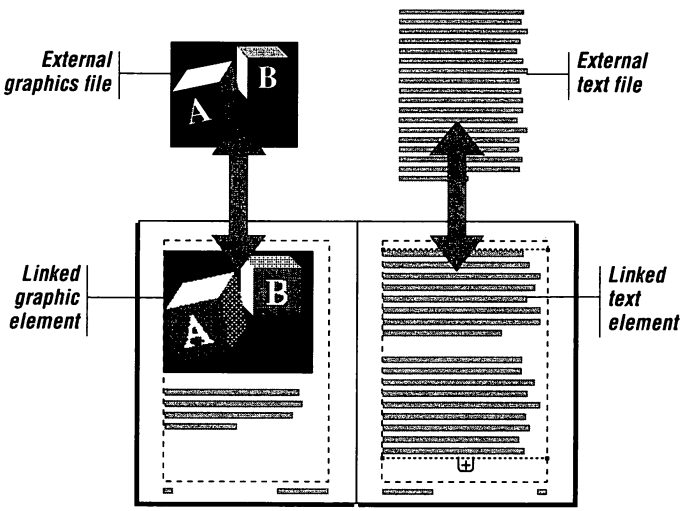
If you do not select "Store copy in publication," PageMaker stores a low-resolution screen version of the imported graphic, and creates a link to the original file. This allows the PageMaker publication file to be smaller and more efficient; PageMaker, however, will use the high-resolution version when you want to print. PageMaker will read the data needed for high-resolution screen display and printing through the link to the external graphics file. ❦

Linking text and graphics files to your publication

PageMaker automatically links text and graphics you place in a publication with their original, external files. Linking lets you:

- Automatically update the linked element in the publication if the external file has been changed
- Improve file management and version control by tracking each linked element and displaying information on when the file was created and when it was last modified

Publication can be updated when changes are made to external text or graphics files



Copies of all placed text files are stored in the publication, but for a graphic you have the option of storing either a complete copy or only a screen version in the publication. PageMaker can use the external file to update the internal copy and to supply information on the graphic when printing. If you store linked graphics outside the publication, you can keep the publication small, conserving disk space and potentially reducing PageMaker's processing time. At the same time, through the link, PageMaker has access to the file for display and printing information, just as if a complete copy of the graphic were stored in the publication.

You can automatically update a linked text or graphic element, replacing it with changes from the most current version of the external file. For example, if you change a graphic in the originating graphics program, PageMaker will notify you that the linked graphic is different from the revised external file linked to it. You can then update the linked graphic without having to place the file manually again.

Apart from the convenience of easily updating text and graphics, PageMaker's links feature helps you monitor changes to all the disparate pieces that make up a publication. For each linked text or graphic element, PageMaker can tell you when the original file was created, when it was most recently modified, and whether or not the linked element is up to date. This version control is especially valuable in a workgroup environment, where several people are working

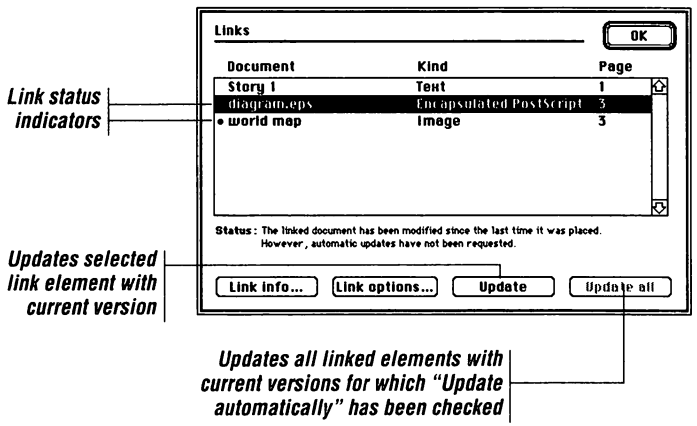
See also

Links... 194

together on a publication that is continually being revised. While the writing staff writes and revises the text, and graphic artists create and revise graphics, PageMaker can tell you the status of each linked element and where each external file is located. This level of file information can help streamline the publication process.

Note: There are special issues involved with links to tables placed from Aldus Table Editor. For information on how to maintain links to these tables, refer to the *Table Editor Guide*.

Displaying link status



Link status indicators

No indicator	Link is up to date or not linked
?	Cannot find the external linked file
♦	Linked file has been modified and will be automatically updated
◊	Linked file has been modified and will not be automatically updated
Δ	Both the linked file and the internal PageMaker file have been modified
(x)	Publication does not contain complete copy

PageMaker's tools for link management

Generally speaking, all text or graphics files that you import in PageMaker using the "Place..." or "Import..." command are automatically linked to their original, external files. PageMaker's link-management commands help you locate each linked file, show if and when any changes have been made to them, and let you update linked text and graphic elements when necessary.

The primary link-management command is "Links...," which displays a dialog box that lists all the files currently linked to your publication. When you select a file in this list, PageMaker describes the status of the file's link to your publication; that is, whether or not there have been changes to the text or graphic either internally or in the external file. (For more information on possible link statuses, see the "Links..." command description.) From the "Links" dialog box you can also display the "Link options" and "Link info" dialog boxes.

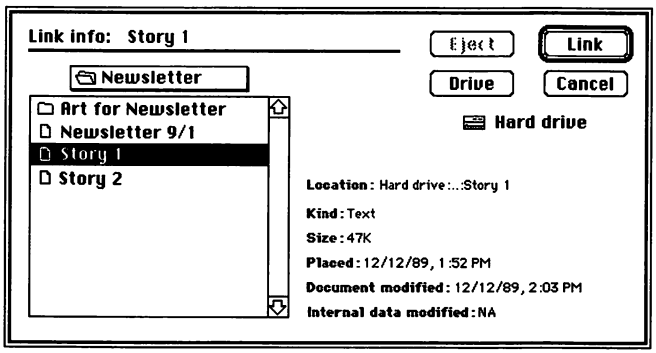
Using the "Link info" dialog box, you can update or re-establish a link between a text or graphic element and its external file, and you can display file information. This relinking may be necessary if the external file is moved to a different folder or if its name is changed. In this dialog box you can also update a link simply by selecting a different external file and clicking "Link." To display the "Link info" dialog box, you can either:

- Select a linked element in the publication and choose "Link info..." from the Element menu.

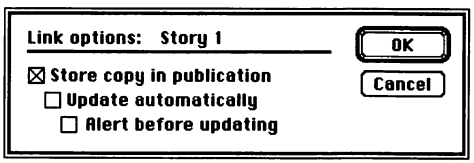
- Select a file from the list in the "Links" dialog box and then click "Link info..."

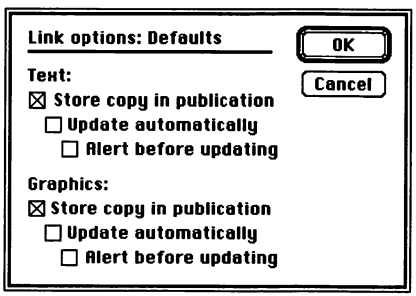
In the "Link options" dialog box, you determine when PageMaker should update linked elements with revisions from their external files. You can display two different versions of this dialog box, depending on whether you are setting default options or options for a single linked element. To display the "Link options: Defaults" dialog box, choose "Link options..." from the Element menu when no publication is open or no linked element is selected. If you do so when no publication is open, your choices in this dialog box will affect links for all publications you open in that session. If a publication is open, your choices affect only that publication. You can, however, revise these link option defaults by selecting a linked element and then displaying the "Link options" dialog box from either the "Links" dialog box or the "Link options..." command.

"Link info" dialog box



The two "Link options" dialog boxes





Setting link options

If you want to set links before you open or begin working on a publication, choose "Link options..." from the Element menu to display the "Link options: Defaults" dialog box. If at any time you want to override these default settings for a particular linked element, select the element before choosing "Link options..." The "Link options" dialog box appears; for the selected element only, your new settings here override those in the "Link options: Defaults" dialog box.

The options in these dialog boxes are interdependent: Each lower one becomes available only when the one above it is checked. Each option provides a different layer of control over how linked files are updated.

If you choose "Store copy in publication," PageMaker will not need external files to print the publication, and the option to update links automatically becomes available. Because complete copies of text files are always stored in the PageMaker publication in which they are placed, the option "Store copy in

publication" is always checked for text files. When setting this default option for graphics, keep in mind that graphics files larger than 64K stored in the publication may increase the publication size considerably.

Note: If you have a number of large TIFF files, compressing them may also reduce publication size. See "Compressing and decompressing TIFF files" in the Techniques section of this manual.

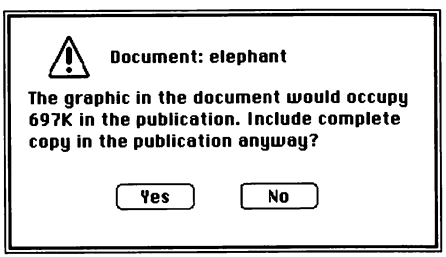
If you check the next option, "Update automatically," PageMaker will automatically update the linked element with any changes you make to the external file. This updating will occur whenever you open the publication or click "Update all" in the "Links" dialog box. If you want to be alerted before the linked element is updated, check "Alert before updating." With this option checked, you can, if necessary, prevent a linked element from being updated.

Overriding your link options settings

When you have chosen to store copies of graphics files in the publication, and a graphic you are placing is larger than 256K, PageMaker displays an alert that asks if you want to continue storing a copy of the file in the publication. This alert will also appear if updating an internal copy enlarges it either beyond the 256K threshhold or beyond its previous size if it was already larger than 256K.

If you override this link option, your publication will be smaller. However, if PageMaker does not store a complete copy of the graphic, only a low-resolution screen version of the graphic will be updated automatically when you open the file.

Alert that appears when updating copy of graphic larger than 256K



Determining which files can be linked

Before bringing text or graphics into a publication, first decide whether or not you want them to be linked to external files. In general, files that can be linked are those you bring in using "Place..." from the File menu or "Import..." from the Story menu. Links can only be established with text or graphics files on a disk to which PageMaker has access, such as your computer's hard disk, a floppy disk, or a file server. For this reason, a text block or graphic simply copied from one program to the Clipboard and pasted into a publication from the Clipboard has no link to an external file. For example, an inline graphic copied to the Clipboard from a Microsoft Word file and then pasted into a PageMaker publication will have no link, either to the Microsoft Word file or to the original graphics file. PageMaker can only establish a link to a file stored on a disk, where a file has a definable location.

However, PageMaker will transfer link information through the Clipboard and the Scrapbook. For example, if you cut a linked graphic from your publication and

then paste it on another page or into a different publication, the link is transferred along with the graphic. You can also create a link by replacing a pasted graphic with the contents of an external file. Select the pasted element, choose "Link info..." from the Element menu to display the "Link info" dialog box, and display in the list box the external file to which you want to link the pasted element. When you select the file and click "Link" in the dialog box, PageMaker replaces the pasted element with the external file's text or graphic and establishes a link.

Another possibility is to create a link to text that originated in PageMaker. For example, suppose you created a document in the story editor that you later decided you wanted to use in a number of different publications. To do so, you export the document to a word-processing program, creating an external text file, and then place it in any number of publications. For each publication, the text from the original document will be linked to the external text file, which you can revise as necessary. Through the link, PageMaker can automatically update the text in each publication.

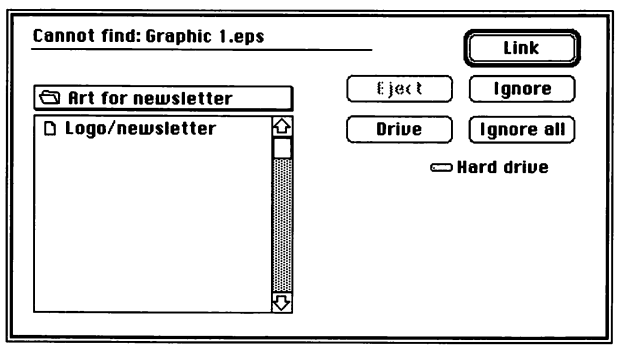
Opening a publication that contains links

When you open a publication that has links to external files, PageMaker must first find these files before it can proceed. With each linked file it finds, PageMaker automatically updates the link if you selected "Update automatically" in the "Link options" dialog box.

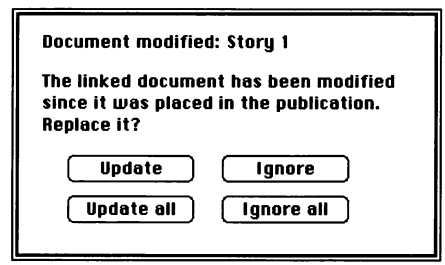
In its search for each link, PageMaker looks first in the folder from which the element was last placed. If it cannot find the external file, PageMaker then searches the folder containing your publication. If PageMaker finds the file there, it automatically re-establishes the link. If not, it displays the "Cannot find" dialog box.

Using this dialog box, you can search through different folders and drives to re-establish the link. When PageMaker has re-established all links, it compares each linked element with its external file. What happens after that depends on whether you are opening or printing a publication, and on which link options you selected.

"Cannot find" dialog box



"Document modified" alert



This alert appears if you have selected "Alert before updating"

If you selected "Update automatically" in the "Link options" or "Link options: Defaults" dialog box, PageMaker updates linked elements that are out of date. If you selected "Alert before updating" in either of these dialog boxes, PageMaker notifies you with an alert to give you the chance to refuse an update.

Ignoring a link

If you click "Ignore" in the "Cannot find" dialog box when you are opening a publication, you are accepting a broken link. The unlinked text or graphic PageMaker then displays may not be up to date with its external file, and it cannot be updated with further changes until you re-establish the link. Also, if a graphic's link is broken and you have not chosen to store a copy of it in the publication, PageMaker can display only a low-resolution screen version of the graphic, even if you selected "High resolution" in the "Preferences" dialog box. PageMaker can only display a graphic at high resolution if it has the information a link or an internal copy can provide.

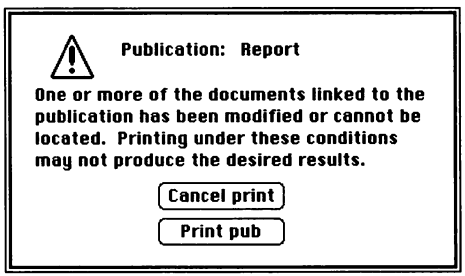
Printing a publication that contains links

Just as it does when opening a publication, PageMaker searches for all links before printing. If it cannot find a link that you have selected to be updated automatically, PageMaker displays an alert in which you can either cancel printing to re-establish the link or ignore the link and continue printing. If this alert appears while you are printing multiple publications in a book list, you have the additional option of skipping the printing of the current publication and continuing with the next one in the book list.

If you have not chosen to store copies of graphics in the publication, PageMaker uses the external graphics files when printing. It is therefore especially important that the linked elements be both up to date and properly linked with the correct external files. Also, unless you checked "Store copy in publication," PageMaker stores only a low-resolution version in the publication.

Therefore, if you ignore links when printing a publication that does not store

Alert that appears when PageMaker cannot find a link during printing



copies, PageMaker will only have low-resolution display information for the printer. This information will be out of date if the graphic has been recently revised in its original program.

Preparing linked files for commercial printing

When transferring a publication to a commercial printing house, be sure that all the external linked files are copied with the publication to the transfer disks. You can do so by checking the "Copy all linked files" option in the "Save publication as" dialog box; PageMaker then copies to the selected drive or folder both the publication and all files linked to the publication.

Because the the publication and the external files linked to it may be too large for a single floppy disk to hold, use the following procedure. First, create an empty folder on your hard disk. Next, in the "Save publication as" dialog box, find the folder you created and check the "Copy all linked files" option. When you click "OK," the publication and all linked files will be copied to this single folder. You can then copy these files from the folder to as many floppy disks as you need. ❦

Story editor

In previous versions of PageMaker, you edited text in layout view. That is, you added or deleted text right on the page in the publication, and you could immediately see how those changes affected the layout of your publication. You can still edit text in layout view, but with PageMaker 4.0 there is now a faster, more powerful way: a built-in word processor called the story editor.

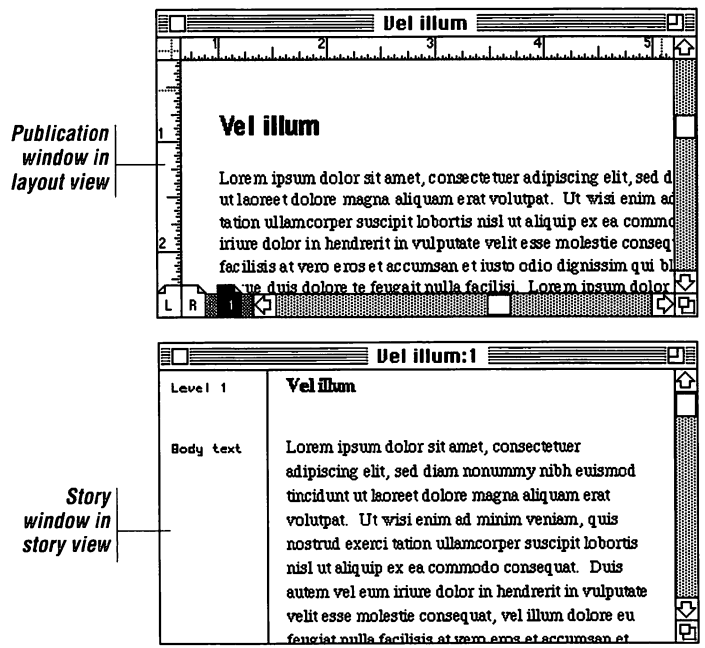
When you use the story editor, PageMaker displays a text-only (story) window and places it on top of layout view. When this window is displayed, you are in story view, where several new editing features become available:

- Rapid word-processing functions
- A spelling checker
- Search/replace capabilities for text and text attributes such as font, point size, paragraph style, and type style
- Multiple story windows for views of different stories

Each story window you open contains a single story, which is text that PageMaker recognizes as a unit. A story can be a single text block or a series of text blocks threaded together throughout a document, such as a word-processed file inserted using the "Place..." command. For example, the article you are now reading is composed of several stories. The headings, subheadings, and body text constitute one story, while the illustration captions are all individual stories.

You can open a story window to write a new story, to import and then edit a word-processed file as a new story, or to edit an existing story. In each case, when you open a story window you are not creating a new publication but opening a text-only view of a story in the current publication.

Story view versus layout view



See also

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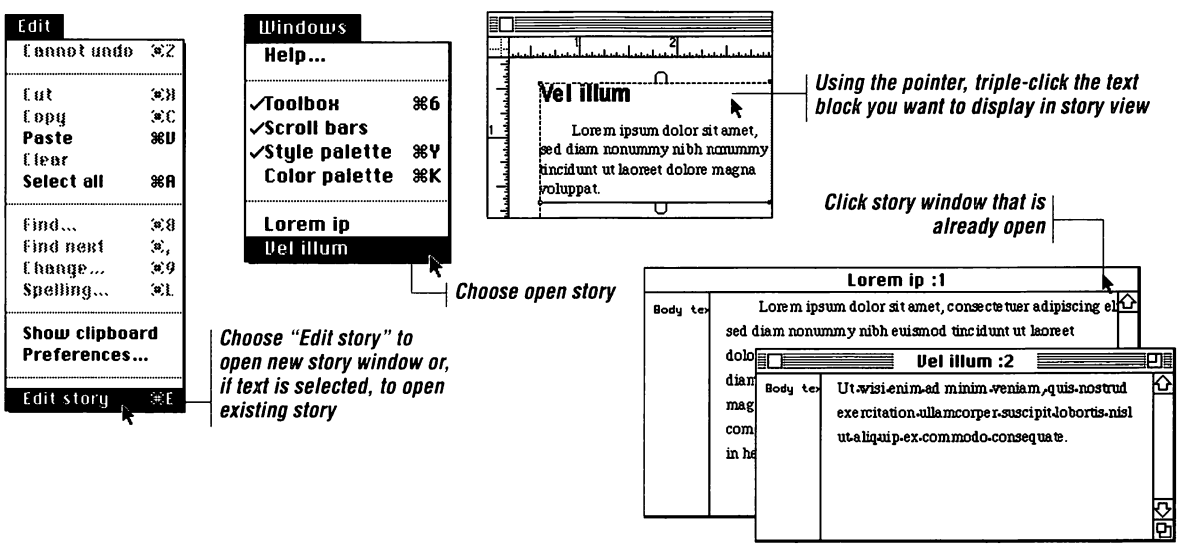
Entering story view

When you open a story window, you display a story view of your publication. There are several ways to open a story window, depending on where in a story you want to begin editing and whether or not the story is a new or pre-existing one:

- Using the pointer tool, triple-click a text block in a story you want to edit. Or select the text block and then either choose "Edit story" from the File menu or press Command + E.
- Using the text tool, click an insertion point in a text block of a story you want to edit, and then either choose "Edit story" or press Command + E.
- If a story window is already open but is behind the publication window, click an exposed portion of the story window or choose the story window's name from the Windows menu. Unless you have clicked a new insertion point or selected a text block, the insertion point will remain where it was in the story window.
- To open a new (empty) story window, choose "Edit story" or press Command + E when no text is selected in layout view and there is no insertion point in a text block.

If the text tool is selected when you open a story window, the insertion point will appear at the same place in the story as it was in layout view. But if the pointer tool is selected, the insertion point will be at the beginning of the text block.

Options for entering story view



Once you are in story view, you can open multiple story windows in either of two ways:

- Choose "New story" from the Story menu to open an empty story window for a new story
- Temporarily return to layout view without closing the current story window, and then triple-click another story to open another story window

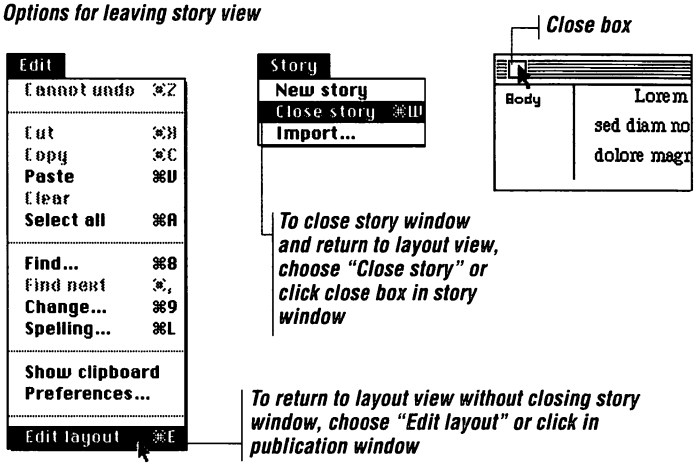
Leaving story view

When you return to layout view from story view, any existing story you changed in story view is automatically reflowed and recomposed. Likewise, any changes you make to a story in layout view will appear in that story in story view.

There are several ways to return to layout view, depending upon whether or not you plan to continue editing a story. If you plan to resume editing in story view and want to maintain your place in a story, you can switch to layout view while keeping the story window open. Or, if you have finished editing in story view, you can return to layout view by closing the story window.

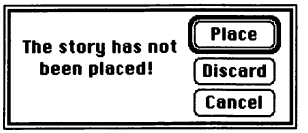
- To redisplay layout view without closing the story window, click an exposed portion of the publication window or choose the publication's file name from the Windows menu. The pointer tool is active, the publication window in layout view displays the same page it did when you were last there, and no text is selected.
- To return to layout view at the same place in the story you were in story view, choose "Edit layout" from the Edit menu or press Command + E. The position of the insertion point or the text selection will be identical to where it was in story view.
- If the story is a new (unplaced) one and you want to return to layout view to position the story on the page, you can either click the close box in the story window or choose "Place" from the File menu. The story window closes and a loaded text icon appears in the publication window. If you choose "Close story" from the Story menu, PageMaker displays an alert box in which you can choose either to place the story on the page, to discard it, or to continue editing. If you choose to place the story, PageMaker displays the loaded text icon. All new stories must be placed on the page before they can be printed with the publication.

Options for leaving story view

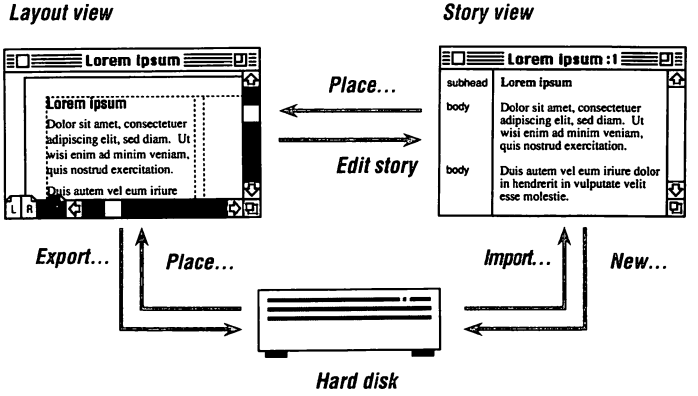


- If the story has already been placed on the page and only one story window is open in story view, choosing "Replace" or "Close story" closes the story window and returns you to layout view. If more than one story window is open, you can choose "Close story" to close each of them one at a time, or choose "Replace" to go directly to layout view without closing the other story windows.

Unplaced story alert



Placing and importing text in story view and layout view



Story windows can only be opened when a publication window is open. When you close the publication window in layout view, all story windows close, too. However, PageMaker will preserve unplaced stories. If you save the publication and quit PageMaker without closing any story windows, and then reopen the publication, PageMaker opens a story window for each unplaced story.

"Place..." versus "Place" and "Close" versus "Close story"

"Place..." in layout view is not the same as "Place" in story view. Although both commands let you position a story on the page, "Place" in story view does not import a file from the disk as "Place..." in layout view does. Instead, "Place" closes the active story window and returns you to layout view with a loaded text icon so you can position the story on the page.

If the story has already been positioned on the page, "Place" becomes "Replace." Choosing "Replace" closes the story window and returns you to layout view.

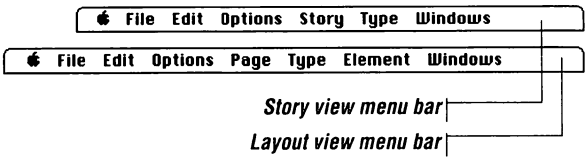
There is also a difference between "Close" on the File menu and "Close story" on the Story menu. In both layout and story views, choosing "Close" closes the publication, which includes both the publication window and any open story windows. "Close story," which is available only in story view, closes only the top story window.

What you see in a story window

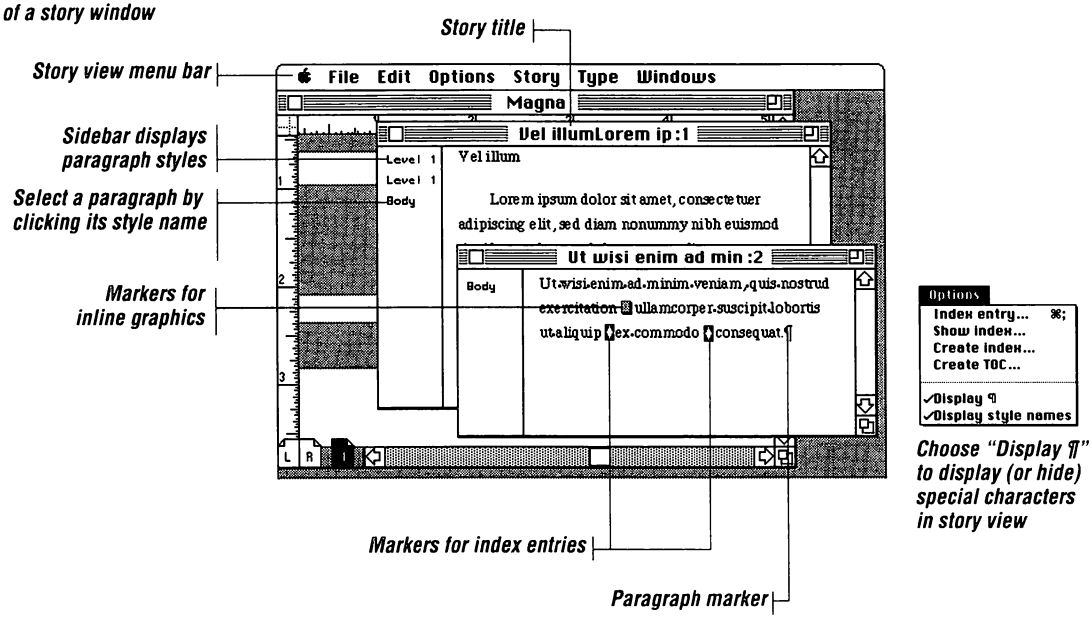
Because graphics and page layout are not displayed in story view, PageMaker does not have to take time to reflow text and recompose the layout. As a result, there are many differences between what you see in story view and layout view. In story view:

- All text appears in the font and point size you specified in the "Preferences" dialog box. However, you can apply all standard type styles and display all of them except "Reverse." The actual page, column, and line breaks are not displayed in story view. Nor does the story editor display true letter and word spacing, hyphenation, kerning, or text color.
- Each story window is named by the story's first few words, not by a file-name. This is because a story is not in itself a complete file, but is part of an existing publication.
- The menu bar changes: PageMaker removes the Element and Page menus and displays the Story menu, which provides commands for working in story view only.
- The toolbox is unavailable because the drawing tools are not necessary for writing and editing.

Menu bars



Features of a story window



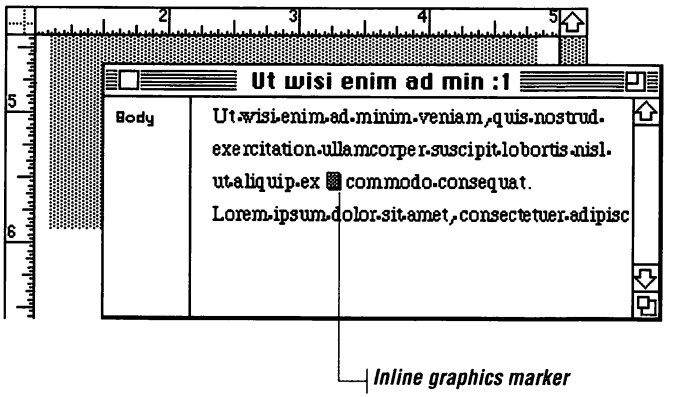
- The "Colors" and "Styles" palettes are available, but changes in paragraph styles and text color do not appear until you return to layout view. However, using "Display style names" on the Options menu, you can display an optional sidebar that lists the style name beside each paragraph.

- By choosing "Display ¶" from the Options menu, you can display or hide special characters such as carriage returns.

- Markers indicate the location of inline graphics (▩), page number markers (#), and index entries ({}) in the text.

When you write or edit in story view, your changes may affect page flow in the publication. Rather than continually redraw the screen to show each change to the page flow as it happens, PageMaker dims the text in the visible portion of the publication window and reflows text only when you return to layout view. Likewise, if a story window is open while you edit that story in layout view, the text in the story window dims.

Importing text and graphics into story view



Graphics marker shows where the graphic has been inserted

Importing text and inline graphics

Using the "Import..." command from the Story menu, you can import text and inline graphics files directly into a story window. When you choose this command, PageMaker displays a dialog box in which you select the file you want to import. The imported text flows automatically from the insertion point in the story window; for an imported inline graphic, a graphics marker (▩) appears at the insertion point. Because PageMaker only displays a marker in story view, you can resize or crop the graphic only when you return to layout view.

Using "Find..." and Change..." to edit and reformat paragraphs

Use "Find...," "Find next," and "Change..." to search for and replace any text, text attributes, or nonprinting characters, such as carriage returns or tabs. Appendix C lists these characters and the keyboard combinations you use to display them in the "Find" and "Change" dialog boxes. You can search all stories in a publication, the current story only, or selected text only.

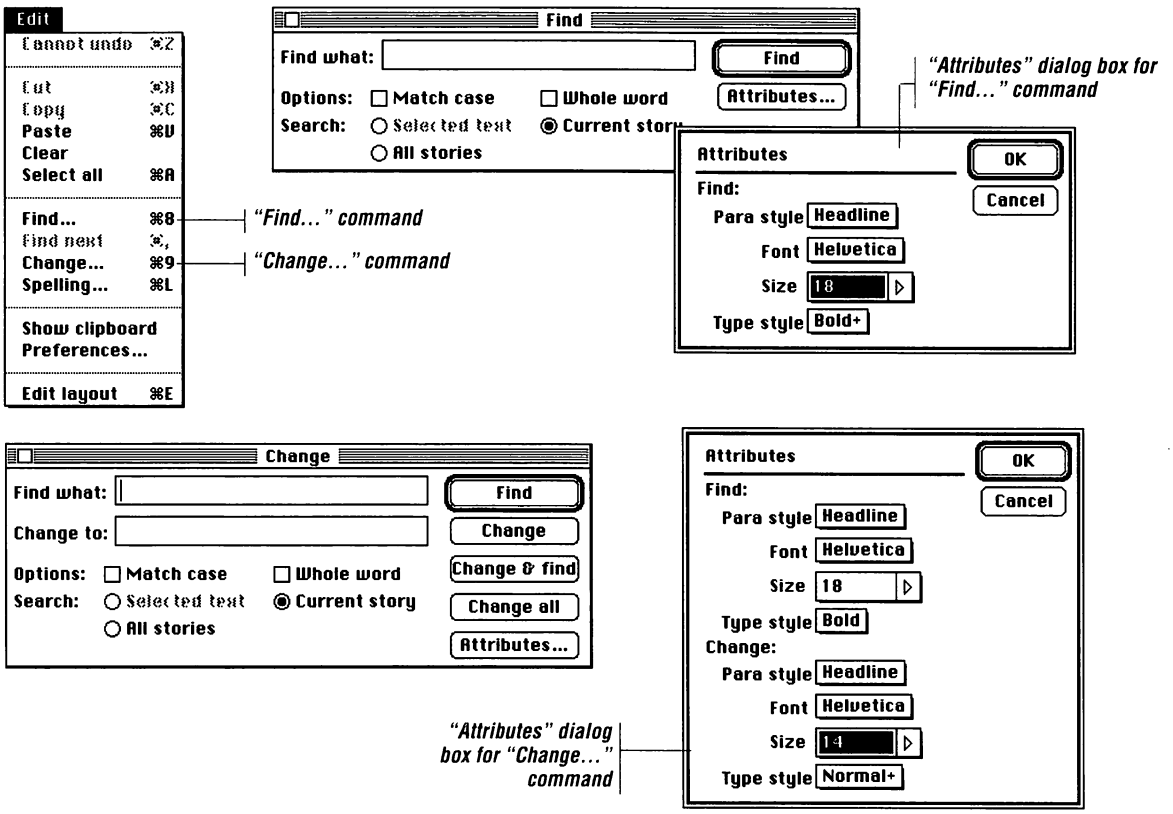
By providing the ability to search for and replace text attributes, PageMaker allows you to reformat an entire publication automatically. Specifically, you can search for or replace any combination of text or any set of text attributes, such as

paragraph style, font, point size, and type style. You can even search and replace solely on the basis of text attributes. For instance, you could change all bold text to italics, or change the point size of all occurrences of a particular font.

One of the most effective uses of these commands is in quickly transforming unformatted text into a formatted publication. It can work as follows. When you create a text file written either in the story editor or a word-processing program, you can prepare it for automatic formatting by entering extra characters, like carriage returns, that PageMaker can search for and delete later.

Here's a practical illustration. As you write, you can put an extra carriage return before each paragraph that you want to format as a headline. When the text is imported or displayed in story view, choose "Change..." from the Edit menu and enter the keyboard combination for two carriage returns (^p^p) in the "Find what" edit box. Then, click "Attributes..." to display the "Attributes" dialog box for the "Change..." command,

"Find..." and "Change..."



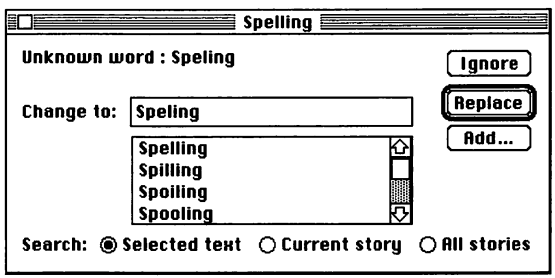
and choose the headline style from the "Para style" pop-up menu. After you click "OK" and then "Change all," your document will be reformatted automatically: The extra carriage returns will be deleted and the appropriate paragraphs will be styled as headlines.

You can use this method of automatic formatting for every word and every paragraph in your document. This method not only saves you the effort of applying styles paragraph by paragraph but, by saving formatting for a separate step, it also helps you focus on writing and editing without interruptions for formatting.

Using the spelling checker

When you choose "Spelling..." from the Edit menu, you display the "Spelling" dialog box, from which you can check for misspelled or mistyped words. When PageMaker encounters a word it cannot find in the dictionary, such as a misspelling, it displays that word in the edit box. You can then choose one of the alternatives in the dialog box: ignore the word, replace it, or add it to the dictionary.

The spelling checker



"Spelling" dialog box

Clicking the "Add..." button displays the "Add word to dictionary" dialog box, in which you can add, remove, or edit words in the dictionary. For example, when you first open or begin writing a new publication in PageMaker, you could add to the dictionary a list of terms you plan to use in that publication. You can be as specific as necessary when typing and adding words; they can be entered in the dictionary exactly as typed or in any combination of upper- or lowercase letters.

PageMaker includes a dictionary with the PageMaker software (100,000 words in the U.S. English dictionary, and 80,000 in the International English version), but you can also purchase other dictionaries from Aldus, such as medical and legal dictionaries, or other language dictionaries such as Spanish and French. Select the spelling dictionary you want to use from the "Paragraph specifications" dialog box. Using PageMaker's Dictionary Editor, you can also customize a user dictionary by editing it or combining two or more dictionaries.

Tips for further use of the story editor

The story editor provides an environment for many other editing options. For example, you can locate and edit index entries, create a text file to be linked to other PageMaker publications, and edit rotated text.

Using the "Index entry..." and "Show index..." commands, you can easily edit index topics. However, in story view you can locate and edit individual index entries. You highlight an index marker and choose "Index entry..." from the Options menu. The "Create index entry"

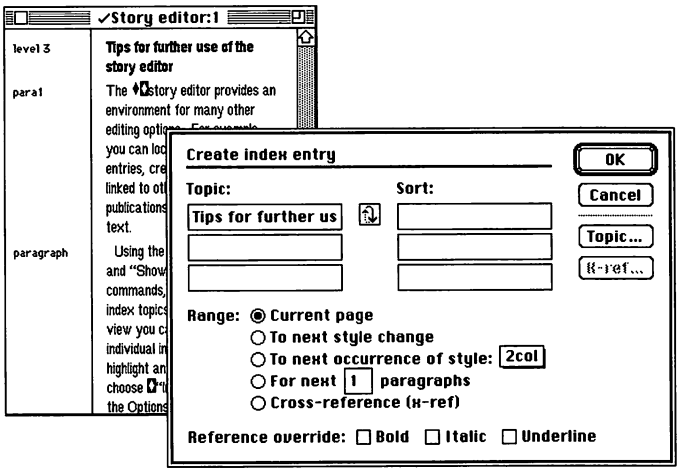
dialog box appears, displaying the text of the index entry, which you can either edit or delete. By choosing "Cut" or "Copy" while an index marker is highlighted, you can also remove index entries or copy them to other places in the publication.

When you place a text file (for example, a file originating in a word-processing program) in a publication, that text is automatically linked to the original external file. Through this link you can make revisions to the external file and have the text in the publication updated automatically with the same revisions.

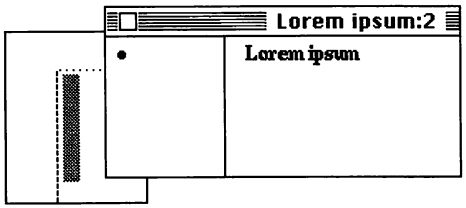
You can create the same sort of link with text originating in the story editor. Simply select the text using the text tool and choose "Export..." from the File menu to create an external text file for another word-processing program. A link between the publication and the external text file is created automatically. For multiple publications requiring identical stories, you can then revise the external text file in the word-processing program and have PageMaker update all the linked versions of that text in the various publications.

Using the "Text rotation..." command on the Element menu, you can rotate in 90-degree angles any block of text you select with the pointer tool. Using the story editor you can now edit the text after rotating it. Simply use the pointer tool to select the rotated text block, and choose "Edit story" or press Command + E to open a story window that contains the text.

Indexing in the story editor



Editing rotated text



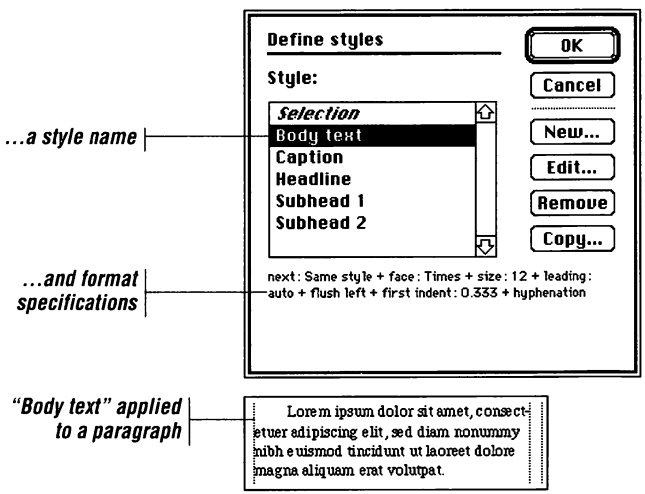
Formatting text with styles and style sheets

A style sheet is a collection of styles, or formatting information, that you apply to a publication's paragraphs to define their appearance. The information includes such specifications as typeface and type size, indents, line spacing, and paragraph spacing. The great benefit of using a style sheet is that it frees you from the repetitive task of selecting and applying each of several formatting attributes to every paragraph in your publication. It also allows you to make one formatting change that will affect every paragraph assigned that style.

Using a style sheet, you develop formatting for each kind of paragraph in your publication. For example, if your publication has two heading levels and body text, your publication's style sheet would contain three different styles: "Headline," "Subhead," and "Body text." Using a style sheet, you can format your publication simply by assigning a predefined style to each paragraph.

If you do not use a style sheet, you can define each paragraph's format using the commands "Font," "Type style," "Leading," "Size," "Indents/tabs...," and so on. However, when a publication contains any more than a small amount of text, using these formatting commands is inefficient because you have to define the same set of text and paragraph specifications repeatedly for each text block. The fast and easy way to format your text is with a style sheet.

Each style has two elements...



See also

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Leading	188
Paragraph...	208
Set width	251
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Creating styles and style sheets

Each PageMaker publication automatically includes a style sheet that contains default styles for "Body text," "Caption," "Headline," "Subhead 1," and "Subhead 2." If you generate an index and table of contents, the style sheet also includes default styles for index and table of contents entries. As you define the paragraph formatting for your publication and add text to its pages, you can add new styles to

its style sheet. With PageMaker 4.0, these styles can include settings for hyphenation, leading, letter and word spacing, and even the line weights of paragraph rules.

You can define an entire style sheet when you design the master pages, or you can wait until you enter or place text. Whether you are entering text from scratch in the story editor, importing text from another publication, or importing text that has already been formatted in a word-processing program, PageMaker lets you define new styles or retain existing formatting as needed.

If, for example, you want a number of similar styles, all of which use the same font, you can create variations on a single style. Any change you make to the original style will then ripple throughout the variant styles based on it. For example, if "Body text" is the style that "Bullet paragraph" is based on, and both use the same font, then changing the font in "Body text" will automatically change the font in "Bullet paragraph."

The table below summarizes the ways you can add styles to your publication's style sheet.

Note: Before placing or importing a word-processed document, be aware that style definitions may conflict. For example, if a style in the current publication has the same name as a style in the document you are placing or importing, the style definition in the current publication will take precedence.

Adding styles in PageMaker

To	Do this	Using this command
Define new styles from scratch	In the "Define styles" dialog box, click "New..." In the "Edit style" dialog box, select "No style" in the "Based on" box. Then choose among the command buttons ("Type...," "Para...," and so on) to modify the format.	"Define styles..." from the Type menu
Define new styles based on existing styles	In the "Edit style" dialog box, select a style from the "Based on" pop-up menu. Then choose among the command buttons ("Type...," "Para...," and so on) to modify the format.	"Define styles..." from the Type menu
Import styles with a word-processed document	In the "Place" and "Import" dialog boxes, check "Retain format."	"Place..." or "Import..." from the File menu
Copy an existing style sheet from another publication	Click "Copy..." in the "Define styles" dialog box. Then, in the "Copy styles" dialog box, double-click the publication you want to copy styles from.	"Define styles..." from the Type menu
Import style names from the word-processing program to use existing PageMaker styles	In the word-processing program, add a style name tag between angle brackets (for instance, <headline>) at the beginning of each paragraph.	"Place..." or "Import..." from the File menu

Applying individual styles

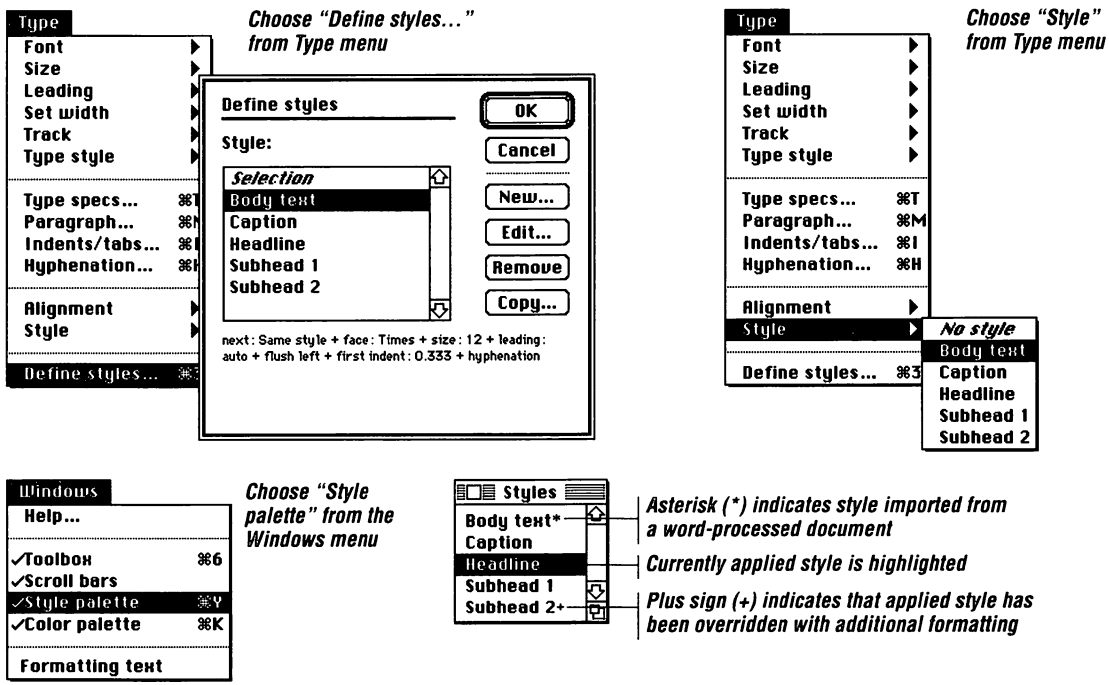
After you have defined the styles you want, you can apply them to paragraphs in story or layout view. To apply a style, use the text tool either to select text or to click an insertion point in the paragraph. Then choose a style from the "Styles" palette, from the "Style" submenu on the Type menu, or from the list of styles in the "Define styles" dialog box. That style then formats the entire paragraph.

The "Styles" palette contains a list of all the styles currently defined in your publication's style sheet and provides a convenient way to apply styles as you work. You can display or hide it in either view by choosing the "Style palette" command from the Windows menu. The "Styles" palette also displays information about currently selected paragraphs.

You can also use the Style submenu to apply styles when the "Styles" palette is not currently displayed or when you are in the process of adding, changing, or deleting a style.

Because a style formats the entire paragraph, you may sometimes want to override the style just for selected text within a paragraph: for example, by italicizing a word for emphasis or changing the font or type size. Type style changes (such as italic or bold) are permanent overrides and remain until you specifically undo the change. All other overrides (such as font or type size) are temporary. If you later want to change the style of the paragraph but preserve a temporary override,

Selecting any of these three commands displays a list of available paragraph styles



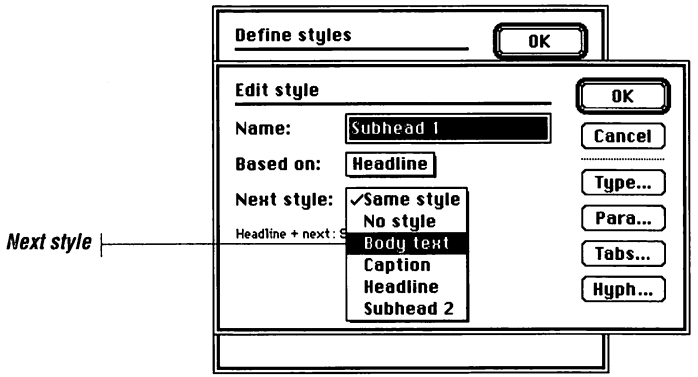
hold down the Shift key when you select the new style.

Applying styles automatically

You can apply styles automatically using the "Next style" pop-up menu in the "Edit style" dialog box. Using this option, you can assign the style you want to follow the one you are currently working with.

For example, if you consistently want headlines to be followed by body text, highlight "Headline" in the "Define styles" dialog box and click "Edit..." to display the "Edit style" dialog box. Then choose "Body text" from the "Next style" pop-up menu. When you next type a "Headline" paragraph and press Return, the new paragraph will be formatted as "Body text."

"Define styles" and "Edit style" dialog boxes



Maintaining your style sheet

As you continue to work with your publication and refine its overall look and design, you may find that you want to modify style definitions, rename styles, or delete styles that you are not using. The table below summarizes the procedures to use.

Maintaining your style sheet

To	Do this	Using this command
Modify a style's definition	Display the "Edit style" dialog box. Either choose "Define styles..." and click "Edit...," or hold down Command and choose the style you want to modify from the "Styles" palette. Then click the command buttons ("Type...," "Para...," and so on) as needed to change the formatting.	"Define styles..." and "Style" commands
Rename a style	Hold down the Command key and choose the style you want to modify from the "Styles" palette, which displays the "Edit style" dialog box. In the "Name" edit box, delete the old name and type the new style name.	"Define styles..." and "Style" commands
Remove a style command	In the "Define styles" dialog box, select the style you want to delete and click "Remove." (Any paragraphs formatted with the deleted style retain their formatting, but the style assigned to them is "No style.")	"Define styles..."

Working with text blocks

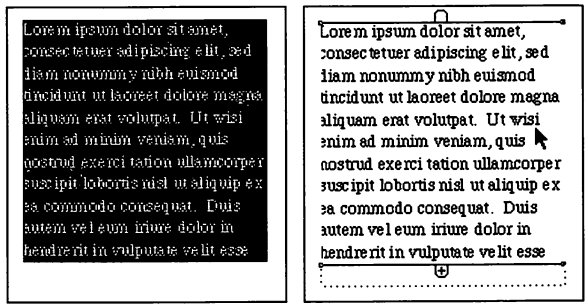
The text on your pages is contained in text blocks. You work with text character by character, but you manipulate text blocks in the same way you manipulate graphics: as movable objects on the page. To select text, use the text tool; to select a text block, use the pointer.

This article describes what text blocks are and how to manipulate them, how text blocks are threaded, and how you can unthread and rethread them.

Text blocks and how they work

A text block defines a space on the page occupied by text. You always see the text, but you must select the text block with the pointer to see its boundaries. The smallest text block can contain a single character. The largest text block can be as long as 22 ¾ inches (578mm). A single word-processed document makes up one story. You can also create a story by typing it directly into your publication. A publication can contain one or multiple stories. Regardless of how many blocks a story is broken into, all the text in a story is threaded together as though an invisible thread runs through every word,

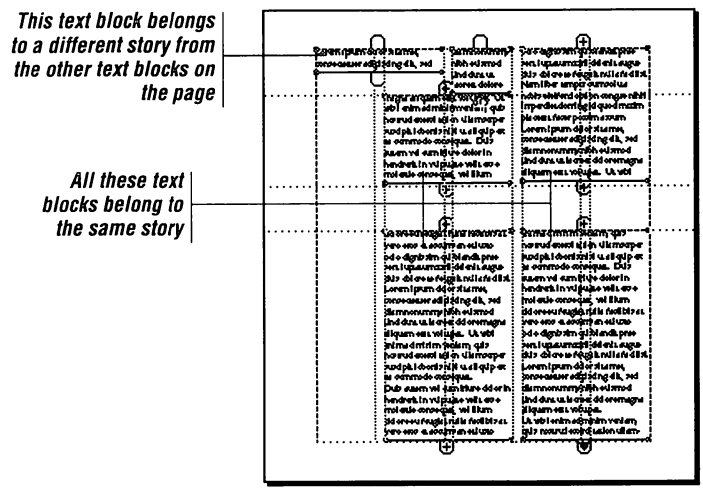
Text blocks



Text selected with text tool

Text block selected with pointer tool

Viewing text blocks



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maintaining the word order. The story can be very short and can be completely contained in one small text block. Or it can be a complete book chapter made up of many text blocks. A page can contain one text block or many, but a single text block cannot span non-facing pages.

Manipulating a text block

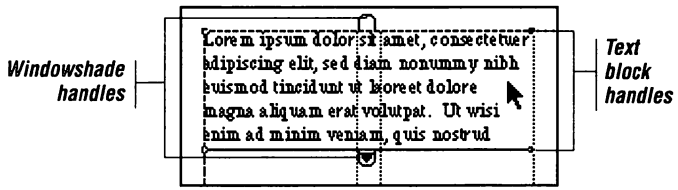
To see the boundaries of a single text block, move the pointer anywhere in the text and click. When a text block is selected, you can see the windowshade handles at the upper and lower boundaries of the text block.

The windowshade handles are so named because you use them to raise and lower the boundaries of the text block in the same way you raise and lower a windowshade. The symbols in the windowshade handles tell you if the story's complete text is displayed.

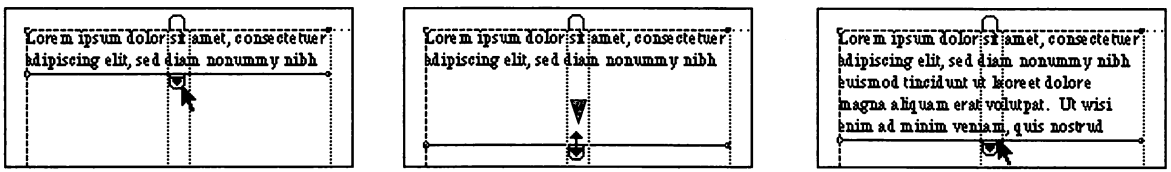
An empty windowshade handle indicates that no more text exists beyond the windowshade handle. An empty windowshade handle at the top of a text block indicates the beginning of the story, while one at the bottom indicates the end of the story.

A (+) in the windowshade handle indicates that placed text exists beyond the windowshade handle. A (+) in the top windowshade handle tells you that at least one text block from the same story

Viewing windowshade handles

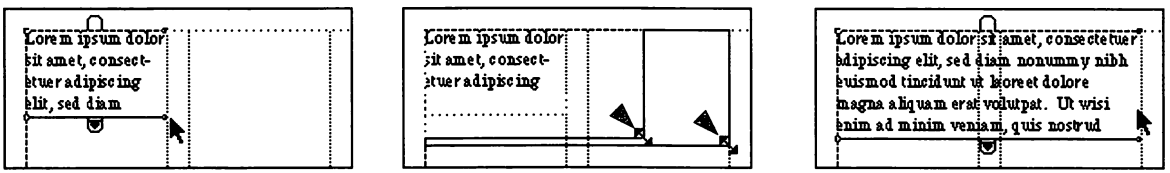


To raise or lower a windowshade



Position the tip of the pointer in the loop... *...and drag it up or down*

To adjust the size of a text block



Position the tip of the pointer over the text block handle... *...and drag it horizontally, vertically, or diagonally*

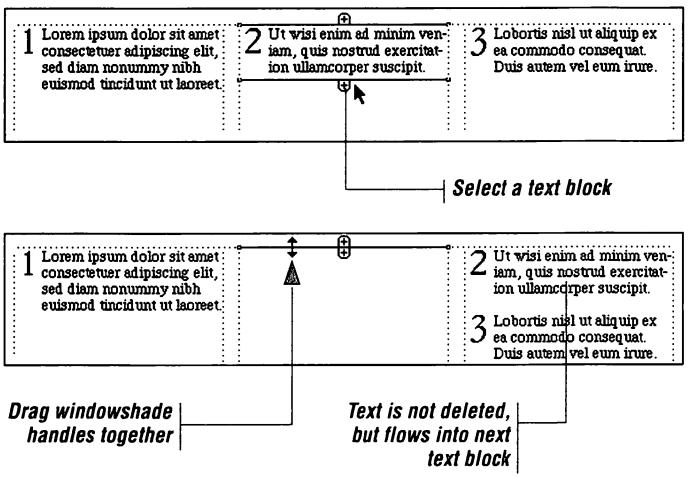
precedes the current text block, while one in the bottom windowshade handle tells you that at least one text block from the same story follows.

A ▼ (down arrow) in the windowshade handle indicates there is text that is not placed. The ▼ only appears in the bottom windowshade handle of the last text block in the story. Click the ▼ to get a loaded text icon, or drag the windowshade handle down to display the remaining text.

The text block handles are the solid squares at the four corners of a text block. Drag them in any direction to resize the text block.

To move a text block, select it with the pointer tool, and hold the mouse button down as you drag the text block to its new position.

Threaded text



Threaded text and how it works

Text in a story is threaded together, which means that PageMaker remembers and maintains the word order of the story. This is an important feature, especially when you start changing the size of text blocks, either by resizing them or by editing the text. Anything you do that affects the size of one text block also affects the contents, and sometimes the size, of the following text blocks in that story.

Note: Threading is not the same as linking. Threading is the internal connection of the text in a story. Linking is the connection between PageMaker text and graphic elements and their external files. For information about linking, see the article "Linking text and graphics files to your publication."

If you have a story composed of several text blocks, and you shorten the first text block by raising the bottom windowshade handle, PageMaker pushes the text trimmed from the first text block into the following text block. The displacement of text ripples through all the text blocks in the story. The only text block that changes size is the block you shortened. The last text block in the story displays a ▼ in the bottom windowshade handle.

When you lengthen a text block, PageMaker fills the enlarged block by pulling text from the following block, which pulls text from the next one, and so on. None of the text blocks changes size except the one you lengthened, and the last text block, which is shortened.

Because the text in a story is threaded together, working with text blocks is easy; no matter how you resize a text block, PageMaker remembers how the story is connected. For example, suppose you flowed four text blocks: 1, 2, 3, and 4. You can physically rearrange them to display them in another order: 4, 2, 1, and 3. But the text from block 1 stays threaded to block 2, which is threaded to block 3, and so on. If you shorten block 1, the shortened text moves to block 2, which pushes text to block 3, and so on, even though the blocks are now positioned differently.

Unthreading and rethreading text

There may be times when unthreading text is desirable. For example, if you are working with a long text document, the ripple effect that occurs when you make changes to the text can be time-consuming and may adversely affect the layout on all pages that follow the change. You can unthread the text block that contains the text you want to change. You can always rethread the unthreaded text block if you change your mind.

Be aware, however, that once you have unthreaded a text block, you must keep track of its position yourself. PageMaker will no longer remember where the text block belongs in relation to the rest of the text. Unthreading text in a workgroup environment should be done only at the direction of the workgroup manager, and the fact that a text block is unthreaded must be documented.

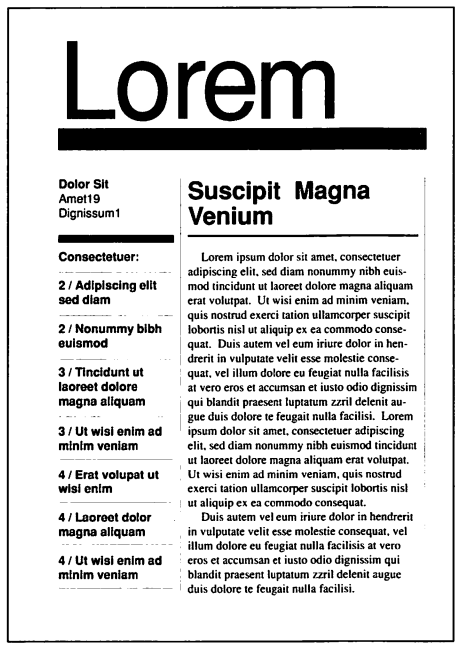
To unthread text, select the text block with the pointer tool, and choose "Cut." With nothing selected on the page, choose "Paste." The text block reappears in its original position on the page, but it is unthreaded from the story.

To rethread text, select the unthreaded text block with the pointer tool and cut it. Using the text tool, place an insertion point in the text where you want to rethread the text back into the story. Choose "Paste." The space that was occupied by the unthreaded text block is empty, but the text from it is threaded back into the story.

Fonts

The appearance of your publication is dramatically affected by the style, size, and design of the type you choose. The number of typefaces, or fonts, you use; the spacing you set between letters, words, and lines of text; and the amount of white space you leave around headings all determine the personality of your publication.

Designing with fonts



See also

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A font is the complete assortment of characters—including uppercase and lowercase letters, numerals, and punctuation marks—in a single size and style of a typeface, such as Helvetica, Times Roman, or Palatino.

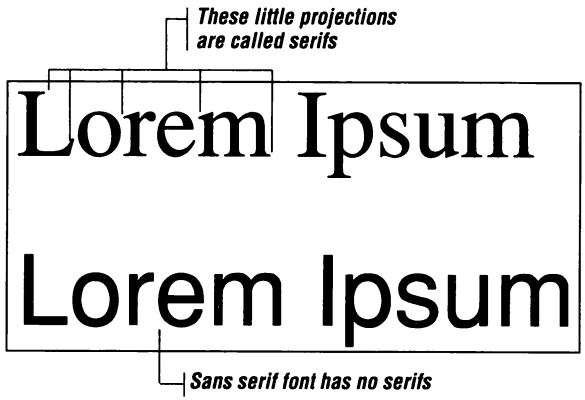
The technology underlying the display and printing of type directly affects the time it takes to produce a publication on a computer. To design a publication that gets your message across and that you can produce in a reasonable amount of time, you need some knowledge of typeface design and some familiarity with using type in a computer environment.

Typeface designs

Over the centuries, designers have created thousands of typeface designs, initially for manual typesetting systems and more recently for computerized systems. Each typeface represents the designer's attempt to create letters that, when placed together in words and sentences, present a clear message with a subtle, visual personality.

Although there are thousands of typefaces to choose from, there are only two basic type designs: serif and sans serif. Serifs are small appendages stemming from and at an angle to the upper and lower ends of the strokes of letters. They aid the eye in identifying letters quickly, and they guide the eye from letter to letter and from word to word across the line. Sans serif type is literally that: type without serifs. The paragraph text in this manual is serif type, and the headings and subheadings are sans serif.

Serif versus sans serif fonts



Different styles of a single typeface form a type family. Family members can include italic, light, bold, bold italic, black, and other versions of the original typeface.

Designing with fonts

Designing your publication is a very personal endeavor. It is your opportunity to convey a visual tone that can enhance your reader's understanding of your message. Here are some general guidelines for designing with fonts that will help you produce an uncluttered, easy-to-read publication:

- In general, use serif fonts for body text and sans serif fonts for headlines. Serif fonts in small sizes are designed to be easy to read. The crisp clarity of sans serif fonts can create a dramatic impact when used in large sizes and bold weights with white space around them.
- Do not use more than two or three different typefaces in one publication. The use of too many typefaces can be distracting and may give the reader a mixed message.
- Use white space in proportion to the size of the type; that is, use more white space around large headlines to set them off for impact, and use less around body text to balance it and make it easy to read.
- Choose a text typeface that complements the tone of your publication. For example, if the tone of your publication is informal, Garamond might be an appropriate selection; if the tone of your publication is formal, Times Roman would be more appropriate.

Fonts and desktop publishing

Before computerized typesetting systems, the major concerns surrounding typesetting were design issues such as choice of type, leading (the space between lines of text), and word and letter spacing. With the advent of desktop publishing, another issue has emerged: the resolution of the computer devices you use to create and produce a publication.

Typically, the resolution of your computer monitor does not match that of your printer. On a Macintosh system, for example, the screen resolution is 72 dots per inch (dpi), whereas the resolution for a laser printer is at least 300 dpi. To enable you to print a reasonable facsimile of what you see on the screen, typeface designers have had to provide two versions of each font: one that can be displayed well on the screen and another

that can be printed clearly at the finer resolutions of laser printers and imagesetters. Software companies, such as Aldus, that produce desktop publishing systems have designed their programs to accommodate both versions. Thus, there are two types of fonts available for the Macintosh: outline fonts and bitmapped fonts.

Outline fonts are designed to be printed on laser printers which, in the very recent past, were usually PostScript printers, and the fonts were called PostScript fonts. Now, some non-PostScript printers also contain non-PostScript outline fonts.

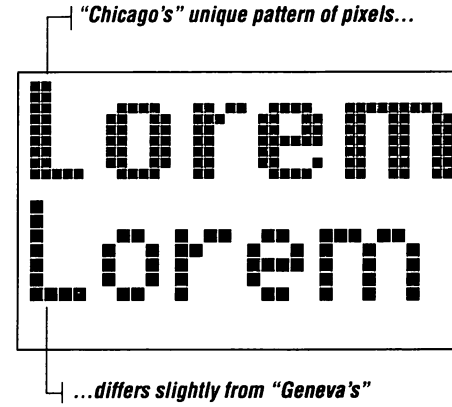
Bitmapped fonts are designed for dot-matrix printers (ImageWriters), and they match the resolution of the Macintosh screen. There are also bitmapped versions of outline fonts, which let you see a screen version of the outline font.

Bitmapped fonts

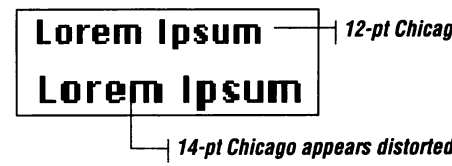
Developed using the Macintosh QuickDraw display language, bitmapped fonts consist of a set of bitmaps—pixels turned on and off to approximate the image of a letter—designed to look their best at 72 dpi.

Because the pixels that make up a bitmapped character can only be added or subtracted, bitmapped fonts cannot be enlarged or reduced without distortion. Therefore, if you try to enlarge a 12-point font to 14 points, the enlarged font cannot use the same pixel configuration as the 12-point font, and will appear distorted on your Macintosh screen or printed on a dot-matrix printer.

Bitmapped fonts

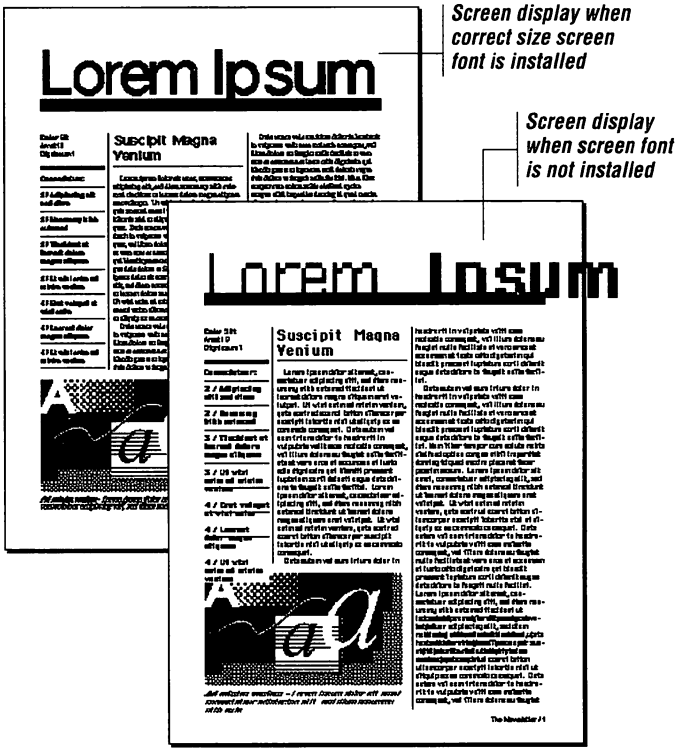


Enlarging bitmapped fonts



You may want to install on your Macintosh every point size of every screen font you typically use in order to see on the screen an accurate picture of what will print on the laser printer. On the other hand, doing so will load up your system. If you do not install every size, your Macintosh screen will present its best attempt to display a font size it doesn't have.

Screen fonts



Bitmapped font *Outline font*

Adobe Type Manager

Adobe Type Manager (ATM) is a program from Adobe, Inc. that improves the appearance of PageMaker publications both onscreen and when printed with non-PostScript printers. Using PostScript font files in your System folder, ATM intercepts the text-drawing commands (either to the screen or to a printer) and translates the information into high-resolution bitmapped characters.

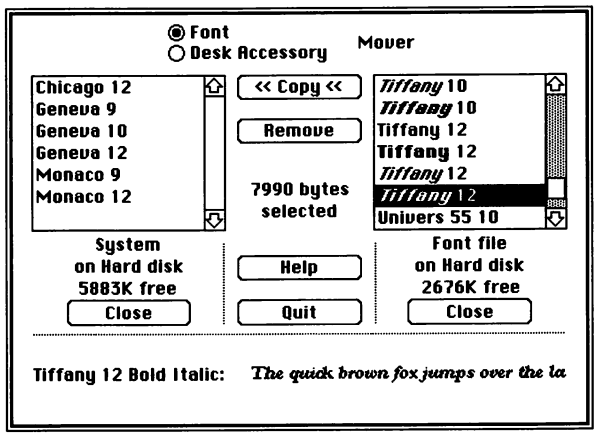
If you use ATM with a non-PostScript printer, you should compose your PageMaker publication using only PostScript fonts, which are compatible with ATM.

PostScript outline fonts

PostScript is a page-description language developed by Adobe Systems to be compatible with the varying resolutions of PostScript printers. Using PostScript, your printer locates font positions on the page and draws in the font. Unlike bitmapped fonts, PostScript fonts are programmed sequences of line paths or outlines and fills. Because these outlines are mathematically derived rather than assembled from a series of squares, they can be successfully scaled to any size when printed.

PostScript is now the standard for high-resolution printing in the desktop publishing industry. Your Macintosh does not use PostScript; only your laser printer does. When you print your publication to a PostScript laser printer, it is PageMaker's job to create PostScript versions of your publication's pages that the laser printer can understand.

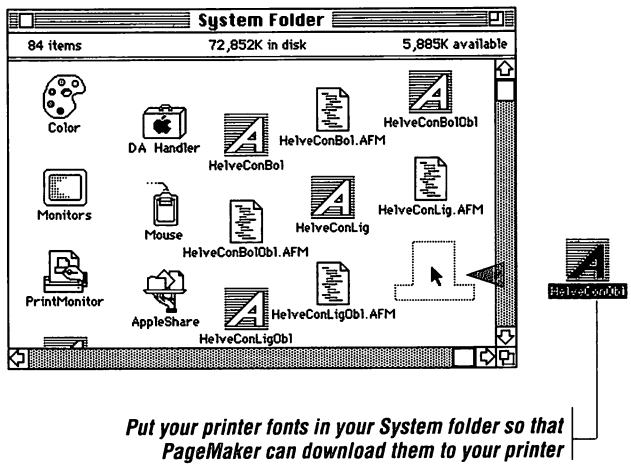
Storing screen fonts



Use Macintosh's Font/DA Mover to copy screen fonts from suitcase files to your System

Font/DA Mover

Storing printer fonts



Put your printer fonts in your System folder so that PageMaker can download them to your printer

In addition to the PostScript fonts that are built into your printer's read-only memory (ROM), you can purchase additional ones from font vendors. Each font typically comes with a matching bitmapped version, so that what you see on the screen and proof to the ImageWriter closely approximates the final PostScript printed version.

Non-PostScript outline fonts

Some printers, such as the HP DeskWriter, come programmed with outline fonts. They are not PostScript fonts, but they function in the same way. At this time, you cannot add non-PostScript outline fonts to these printers. However, Adobe Type Manager used with one of these printers will translate its PostScript font information into bitmapped fonts that these printers can print, thus expanding the font selection.

Moving and storing fonts

You should store collections of screen fonts on your Macintosh, either in special suitcase files, or in your System file. Because PageMaker can access only those fonts that are installed in your System, you will occasionally have to use Font/DA Mover to move the fonts from the suitcase files to the System. You can also use a desk accessory such as Suitcase II ™, by Fifth Generation Software, or Font/DA Master Juggler™, by ALSoft, Inc., or another font management system. For more information about Font/DA Mover and suitcase files, refer to your Macintosh documentation.

In addition, PostScript laser printers come with varying amounts of ROM available for storing resident fonts. If you find that you need to use more fonts in your publication than your printer has in ROM, you must use downloadable fonts. These are fonts that reside in your System folder. You copy, or download, them to your printer's random-access memory (RAM). Some printers have hard disks for storing downloadable fonts. When you are ready to print, you can either download manually, or have PageMaker automatically download the fonts you need. Choose one of the following approaches, depending upon how much memory is available in your printer and how many downloadable fonts your publication uses:

- If your publication uses only a few downloadable fonts, if no one else is printing with different downloadable fonts, and if your printer has enough memory available, then download manually. After you turn on your printer, use an application provided by the font vendor to download the font. The font remains available until you turn off the printer. This approach is handy if you will be using the same downloadable fonts throughout the day.
- If your publication uses several downloadable fonts or if you will be downloading a variety of fonts throughout the day, rely on PageMaker to download automatically. Make sure the fonts are in your System folder and are named according to the font vendor's instructions. When PageMaker needs to print a font that is not built into your printer, or has not been manually downloaded, PageMaker searches the System folder for the downloadable font. The downloaded font stays in the printer's memory only as long as is necessary to print your publication. PageMaker downloads automatically, but the process is slower than downloading manually.

Note: If PageMaker cannot find the font you specify, it prints the bitmapped version, which prints slowly and has a jagged appearance. If PageMaker does not find the bitmapped version of the font, it substitutes Courier for the missing font. ❦

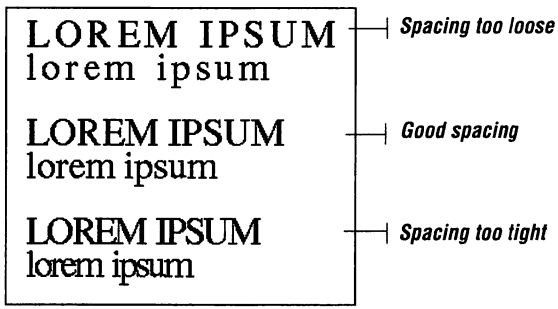
Spacing between letters, words, and lines of text

Whether your publication's layout is inviting to look at as well as to read depends largely upon the spacing between letters, words, and lines of text. To determine this spacing, you can either manipulate several specific interactive settings or, if you are mainly concerned with speed and ease of production, you can use PageMaker's default settings. Whichever you choose to do, it is important that you have an overall familiarity with the way PageMaker determines letter, word, and line spacing before you begin adjusting any of them.

As PageMaker flows and recomposes text, it decides where to end each line of text and then creates the appropriate horizontal spacing between text characters. At the same time, as PageMaker flows each new line of text, it decides how much vertical space to insert between the new line and the line above it. This article explains how PageMaker determines the horizontal spacing between letters and words and the vertical spacing between lines of text. Horizontal spacing can be affected by:

- The values for letter and word spacing you set in the "Spacing attributes" dialog box
- Justified text alignment: Justified text imposes a single line length, compressing or stretching text to fit each line
- Hyphenation: If text is justified, your settings in the "Hyphenation" dialog box may also affect horizontal spacing
- Track kerning: automatic spacing adjustment for text at larger and smaller point sizes
- Automatic pair-kerning: PageMaker's refinement of the spacing between individual pairs of text characters
- Manual kerning: using different keyboard combinations for precise spacing adjustment between individual characters or over a range of selected text

Spacing between letters



See also

Aligning baselines in adjacent columns of text	279
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For vertical spacing, or "leading" (pronounced "ledding"), you can choose between two leading methods: "Proportional" and "Top of caps." Also, you can either let PageMaker calculate leading automatically based on the point size of the type, or you can determine the leading yourself in increments as precise as .1 of a point.

Determining letter and word spacing

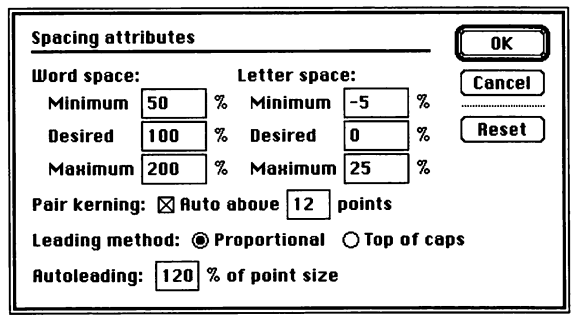
Letter space and word spacing are complex because of the interplay among the various settings that can influence them. For example, when you are working with justified text, there may be a conflict between the ideal place for a line break to occur and the ideal spacing between letters and words. Without correction, the result can make for conspicuously unattractive spacing.

However, PageMaker's wealth of spacing options gives you a great deal of flexibility in correcting any spacing problems. These options also let you adjust letter and word spacing for copyfitting or creating a particular design effect.

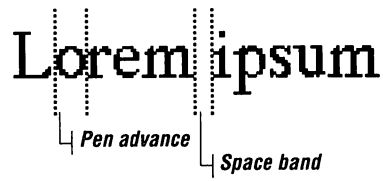
Your settings in the "Spacing attributes" dialog box create the basis for PageMaker's spacing decisions. In this dialog box, you specify a "Desired," or ideal, spacing between letters and words. Then you indicate a range of acceptable spacing, which is the percentage of variation from "Desired" spacing that you will allow. PageMaker always tries to maintain the "Desired" spacing. However, if you justify text, forcing it to be either stretched or compressed to a given line length, PageMaker may not be able to use "Desired" spacing and will then try to keep the spacing within the ranges you specify.

Word spacing—the distance from one word to the next in a sentence—is a percentage of the font designer's "space band," which is the amount of space created when you press the spacebar. This space is different for each font and point size. The default "Desired" space between words is 100% of the space band. The range you set for word spacing tells PageMaker how much more or less of the "Desired" space you will accept between words. For example, if you accept the three defaults, with 100% as "Desired," 50% as the minimum, and 200% as the maximum, you are permitting the space between words to vary from half to double the width of the font's space band.

"Spacing attributes" dialog box



Space band and pen advance

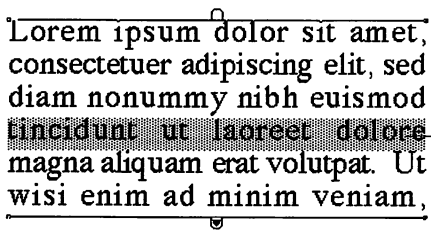


By contrast, the percentage range for letter spacing refers to the degree of variation from the "pen advance," or the amount of space built into each character of a font. For example, in Times Roman, the font used for this body text, the pen advance for an "e" is the distance from the left edge of the "e" to the left edge of the next character in the word. The PageMaker default for "Desired" letter spacing is 0%, which means there is no variation in the pen advance. The letter-spacing range you set indicates what percentage of the space band you are willing to allow PageMaker to add to or subtract from the space between letters. A letter-spacing range between "-5%" and "25%" means that you will let PageMaker narrow the space between characters by subtracting as much as 5% of the space band or widen the space by adding up to 25% of the space band.

The demands of text justification can not only push spacing to the limits of your ranges but in some cases can even override those ranges. If you checked the "Loose/tight lines" option in the "Preferences" dialog box, PageMaker will highlight any text where justification has pushed the letter or word spacing outside your ranges.

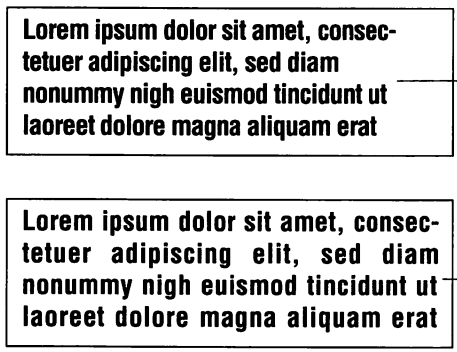
One way to correct spacing problems in justified text is to change the hyphenation settings. Other solutions for improving the spacing of justified text, or text of any alignment, are track kerning, pair-kerning, or manual kerning. You can use any of these options individually or in combination.

"Show loose/tight lines"



Highlighting indicates that the spacing is outside the ranges specified

Examples of what justification does to text



Left-aligned text

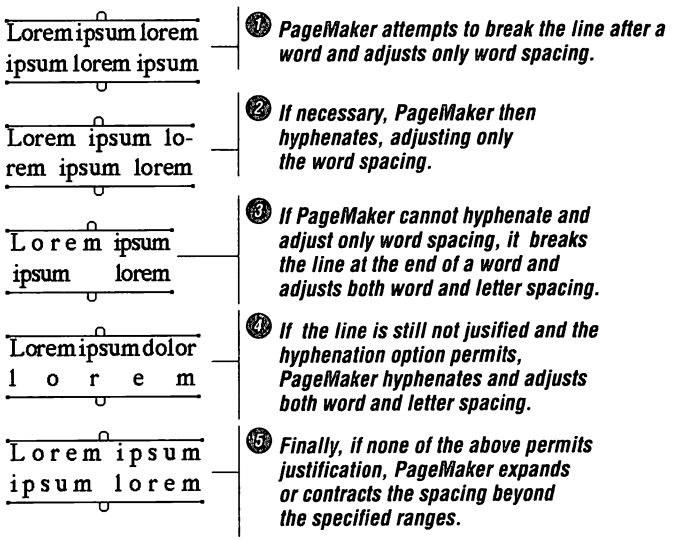
The same text after being justified

Hyphenation

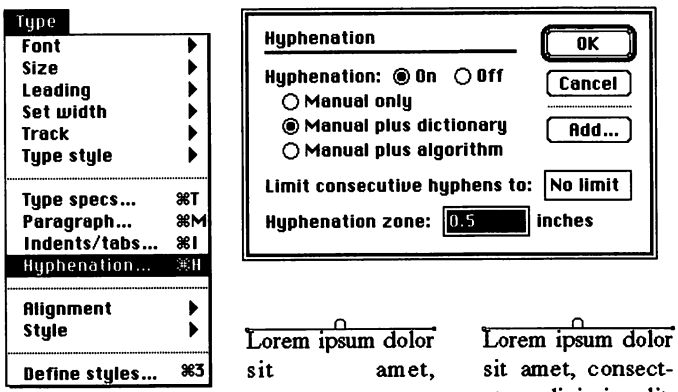
Using the options in the "Hyphenation" dialog box, you can determine how or whether you want PageMaker to break words at the end of a line. Your choices here can affect letter and word spacing in justified text because different hyphenation settings can change the number of characters in a line.

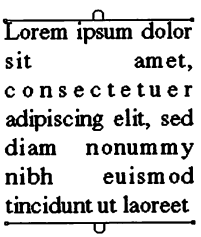
As a general rule, the looser your hyphenation restrictions, the easier it is to keep the letter and word spacing within the ranges you specified. The first option, "Manual only," permits the least hyphenation; "Manual plus dictionary" permits more hyphenation, and "Manual plus algorithm" permits the most. These options are discussed in detail in the "Hyphenation..." command description.

How PageMaker determines line breaks and spacing for justified text

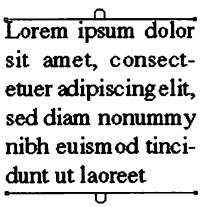


Setting options for hyphenation





Justified text without hyphenation



Justified text with hyphenation

If you set "No limit" to the number of consecutive hyphens, PageMaker can hyphenate a word when the hyphenation option you select permits it and when spacing and justification restrictions demand it. Be aware, however, that "No limit" may lead to unattractive results, especially in narrow columns.

For unjustified text, the setting for "Hyphenation zone" determines line length, or where on a line a word can be broken for hyphenation. For justified text, however, the line length is already established, so changing the hyphenation zone has no effect on where a word can be hyphenated in a justified line, and thus has no effect on the letter and word spacing.

Track kerning

Desktop publishing programs typically determine letter spacing by linear calculation. The spacing at a single point size, for example, 12 point, is used as a standard, so that the spacing at larger and smaller point sizes is increased or decreased proportionally. For example, with the spacing for 12-point text as the standard for Times Roman, this space is halved for 6-point text and doubled for 24-point text. These calculations tend to create too much letter spacing at large point sizes and too little at small ones.

PageMaker's "Track" commands (available on the Type menu and in the "Type specifications" dialog box) provide a wide range of options for adjusting letter spacing that is calculated in this linear fashion. Because you can apply track kerning automatically, it is a convenient substitute for the two-step process of

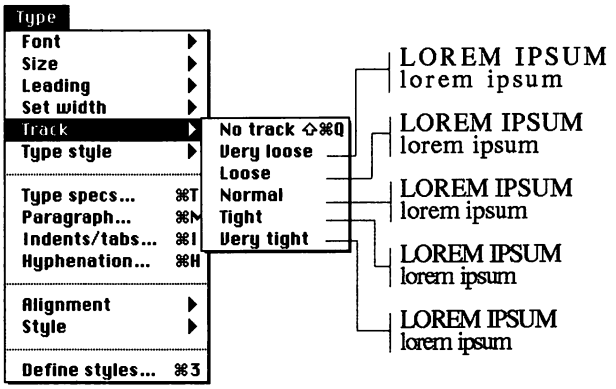
choosing a "Desired" letter spacing and then adjusting a range of text with manual kerning.

As the track-kerning graph below indicates, PageMaker uses five "tracks," or standardized adjustment curves. These five tracks are derived from tables of kern values for a number of standard fonts. The values plotted on the tracking curves are unique to each font. The smaller or larger the point size, the greater is the spacing correction.

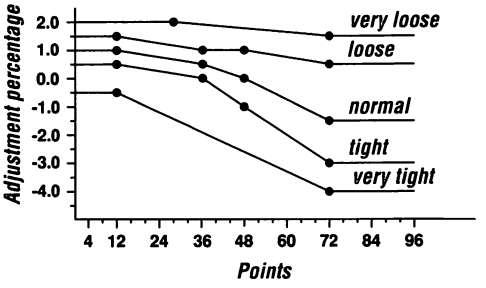
The "Normal" track improves letter spacing by reducing it for large point sizes and increasing it for small point sizes, bringing it closer to the intentions of the font designer. Generally, though, a "Normal" track makes little if any spacing adjustment at the median point sizes. You can use the other tracks, from "Very loose" to "Very tight," to create special effects. "No track" uses letter spacing calculated by the standard linear method.

Because track kerning requires extra processing time, recomposition on the screen of track-kerned text may take longer than when you apply "No track." For faster recomposition, use track kerning only for selected lines of very large or very small type, such as headlines and captions.

Track kerning in PageMaker



Sample tracks for specified font



Manual and automatic kerning

Kerning adjusts the space between individual text characters. You can kern text manually, automatically, or both, between two characters or over a range of text.

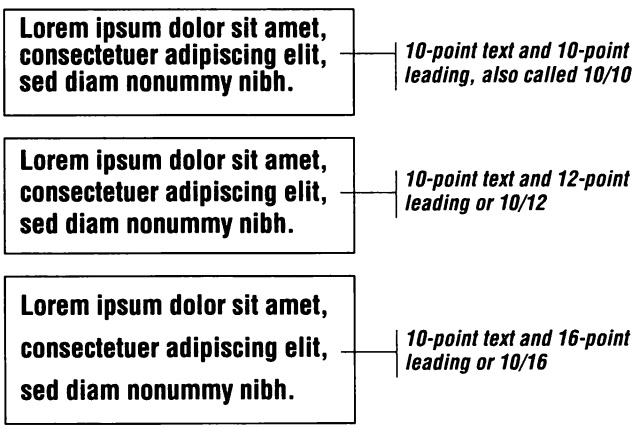
With "Pair kerning" checked in the "Spacing attributes" dialog box, PageMaker automatically kerns character pairs specified by the font designer. For example, most fonts permit kerning of the following pairs, to mention just a few: P., To, Tr, Ta, Tu, Tw, Te, Ty, Wa, WA, We, we, Wo, Ya, Yo, and yo. If you select this pair-kerning option, all specified character pairs, not just those in highlighted problem lines, will be kerned if they are of the same font size and style and if they are larger than the point-size threshold you selected in the "Spacing attributes" dialog box.

Note: Kerned text takes longer than unkerned text to be redrawn on the screen. The smaller the point-size threshold, the more kerned text you may have on the screen and the longer that text may take to be redrawn.

To kern manually, place the insertion point between the two characters you want to kern and use one of the following key combinations. Each press of a key combination adjusts the space by a single increment. You can tighten and loosen space in large (1/25th of an em) and small (1/100th of an em) increments.

- Tightening space: For large increments, press Command + Delete; for small increments, press Option + Delete.
- Loosening space: For large increments, press Command + Shift + Delete; for small increments, press Option + Shift + Delete.

Leading examples



- Removing all kerning between characters: Select a range of text and press Command + Option + K.

Kerning over a range of text is similar to kerning between individual characters. You select the range of text you want to kern—for example, a line PageMaker has highlighted as a problem—and use the combinations described above to add or delete space. PageMaker applies your new kerning choices to all characters within the selected range.

Because manual kerning is fine tuning, it is best done as the final step in the process of adjusting letter spacing.

Line spacing (leading)

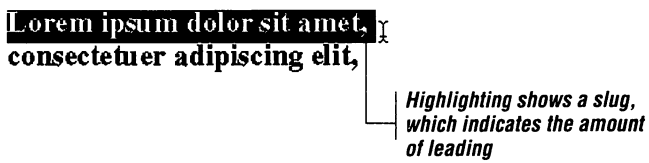
Leading refers to the vertical distance between individual lines of text. Like letter and word spacing, leading helps determine whether your text is easy or difficult to read. Too little leading distracts the reader because the lines are too close together, creating a cramped effect. But too much leading can be equally distracting: With too great a distance between lines, the eye has difficulty linking the end of one line with the beginning of the next.

For standard body text, the amount of leading is appropriate when the casual reader does not notice the distance between lines. As a general rule, the leading should be at least 20% greater than the font size. For example, a reasonable amount of leading for 10-point type is 12 points. However, what constitutes reasonable leading varies with the individual requirements of your publication. Because PageMaker permits extremely

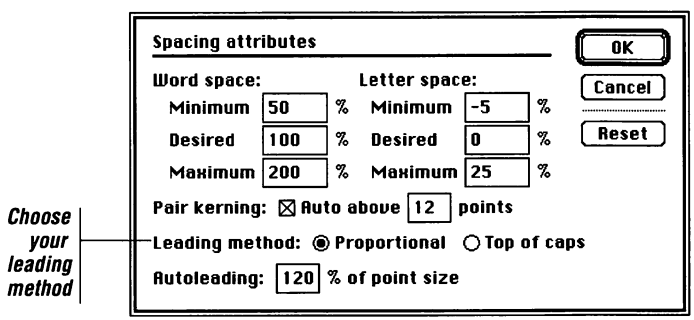
fine incremental adjustments in leading, as small as a tenth of a point (1/720th of an inch or 1/283cm), in many cases you can adjust the leading without expanding or contracting it beyond a reasonable range.

PageMaker provides a number of ways to determine leading for the different text styles in your publication. You can specify leading yourself or let PageMaker determine it automatically. But before we discuss how to set and change leading, we must see how PageMaker determines the baseline for a line of text within a given amount of leading.

Slug and leading



Setting the type of leading to use



"Proportional" leading

Slugs and leading

PageMaker places each line of text inside a horizontal bar called a slug. You can see a slug when you highlight a line of text with the text tool.

The thickness, or height, of the slug indicates the amount of leading you have chosen. For example, if for 10-point type you assign 12 points of leading, the slug for a single line of text using that leading will be 12 points high. Inside each slug, the characters are aligned on a common baseline.

"Proportional" vs. "Top of caps" leading

Where PageMaker places a line of text inside a slug depends upon which of the two leading methods you choose: "Proportional" or "Top of caps." Because proportional leading is generally easier to use, it is the default method. Top-of-caps leading is useful for design effects such as negative leading or using characters that have different amounts of leading on a single line. The difference between these two methods is in the way each determines the position of the text's baseline inside a slug.

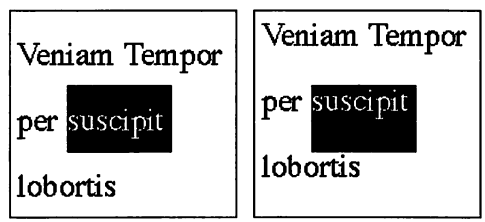
With proportional leading, the baseline for a line of text is two-thirds of the way down from the top of the slug. Thus, for 12 points of proportional leading, the baseline is 8 points down from the top of the slug.

With top-of-caps leading, the distance from the top of the slug to the baseline is equal to the height of the tallest "ascender" (the vertical stroke of lowercase letters such as "b" or "h") of the largest font in the line. This distance is not the height of the tallest character in the line unless that character happens to be the one with the highest ascender in the line's

largest font. For example, if the height of the highest ascender in the line's largest font is 11 points, the distance from the top of the slug to the baseline is also 11 points, regardless of whether or not the character with that ascender is present in the line of text. The amount of leading you set must therefore be deep enough to accommodate the highest font ascender and to provide enough space between lines for readability.

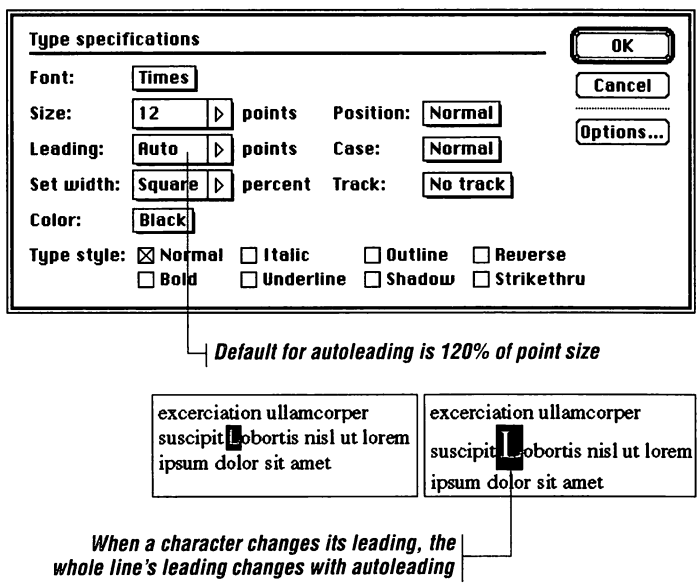
PageMaker's two methods of leading

Sample text set 12-point text and 24-points leading, or 12/24



"Proportional" *"Top of caps"*

Specifying automatic leading



Calculating leading automatically

Whether you choose proportional or top-of-caps leading, you can have PageMaker calculate leading automatically rather than specifying a particular leading amount yourself. The "Auto" leading option is useful when convenience matters more than typographic refinement. With auto-leading, PageMaker multiplies the percentage entered in the "Spacing attributes" dialog box by the font's point size.

For example, assume that PageMaker is calculating leading for 10-point type and you have accepted the default percentage, 120%, for autoleading. Multiplying 10 by 120%, PageMaker sets the leading at 12 points.

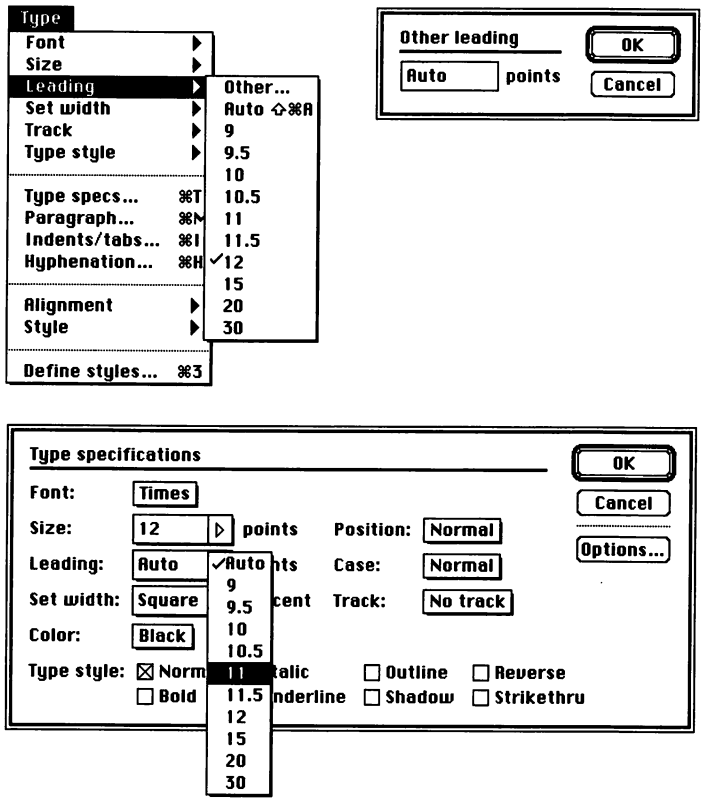
Specifying an amount of leading

You can specify amounts of leading for individual characters, a range of text, a paragraph, or an entire publication. Remember, however, that even though leading is an attribute of each individual character, the leading for the text line as a whole is dependent upon the highest leading amount specified.

For example, if one character has 12 points of leading while other characters have 10, the leading for that line of text is 12 points. However, if that larger character moves to the next line during editing, the leading for the previous line drops to 10 points, the next highest amount of leading.

Note: All characters on a line, including nonprinting characters such as tabs and carriage returns, have leading assigned to them. If a line of text you have highighted does not seem to have the leading you assigned to it, it may be that a carriage return or some other

Selecting the amount of leading



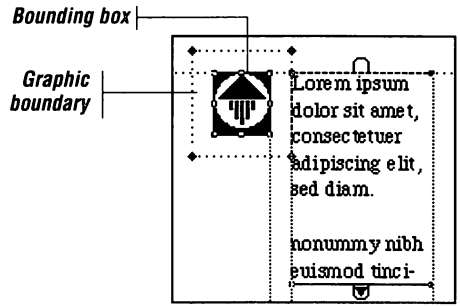
nonprinting character has a different leading from that of the other characters in the line. To correct this problem, triple-click with the text tool to select the entire paragraph, including any nonprinting characters, and reassign the leading.

Assign leading using either the "Leading" pop-up menu in the "Type specifications" dialog box or the submenu that opens from the "Leading" command. Both of these menus offer a series of standard leadings and the "Auto" leading option. The "Other..." command on the "Leading" submenu opens the "Other leading" dialog box, in which you can type a leading amount from 0 to 1,300 points in increments as small as .1 point. ❦

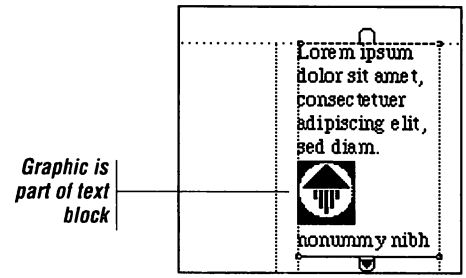
Working with independent and inline graphics

Graphics can be among the most informative and exciting elements in your publications. And PageMaker 4.0 makes working with graphics easy. Using PageMaker's drawing tools, you can draw simple graphics yourself. If you need more complex graphics, you can import them from graphics programs. Once you have drawn or imported a graphic, you can place it where you want it in the publication, modify it in a variety of ways, and even flow text around it.

Independent graphics are separate elements from the text



Inline graphics are part of the text



See also

Cropping a graphic	289
Customizing a graphic boundary	290
Drag placing text and graphics	292
Drawing tools	87
Image control...	177
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Importing and exporting text and graphics	26
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Spacing between letters, words, and lines of text	71
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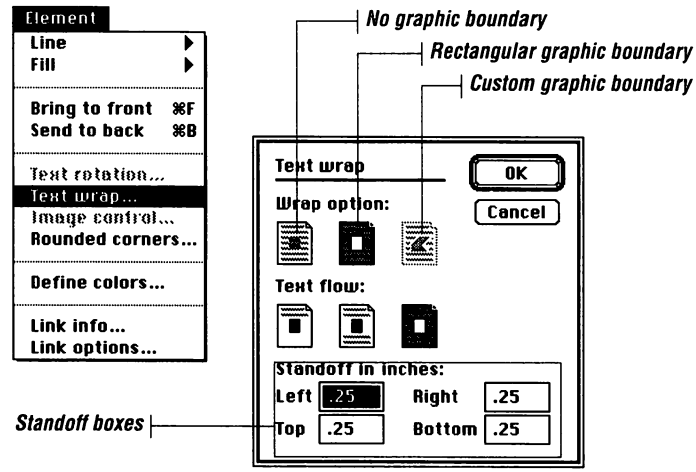
Set a graphic boundary by choosing "Text wrap..." from the Element menu



You can import four types of graphics created with other programs:

- Paint-type, or bitmapped, graphics
- Draw-type, or object-oriented, graphics saved in the PICT format
- Encapsulated PostScript (EPS) graphics
- Scanned graphics saved in the TIFF format

For more information about imported graphics, see the article "Importing and exporting text and graphics files."

In PageMaker, all graphics can be either independent or inline. Independent graphics are complementary to the text but are not part of it. You can position an independent graphic apart from text, or position it so that text flows through it, wraps around it, or jumps over it. Inline graphics are part of the text, and consequently you cannot wrap text around them. In many ways, they function like text characters, moving along with text as the text moves.

You determine whether a graphic is independent or inline by the way you place or paste it.

If the text tool is active and there is an insertion point in a story, you can place or paste a graphic as an inline graphic.

If any tool is active but there is no insertion point, the graphic you place or paste will be independent. Any graphic you draw with PageMaker's drawing tools is created as an independent graphic.

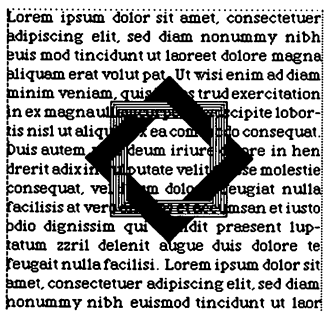
Any graphic, whether independent or inline, has a bounding box with handles with which you can resize it.

Independent graphics

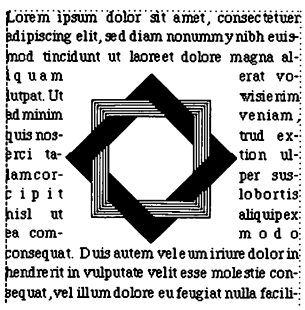
An independent graphic is an element separate from the text. Once you have positioned it, the independent graphic stays in position until you move it. Although an independent graphic is separate from text, you can integrate it with text in a variety of interesting ways.

Text-wrap options

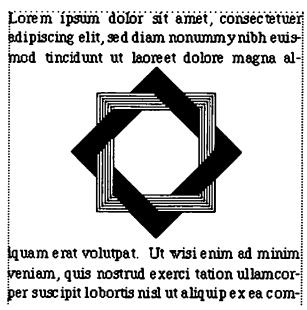
No text wrap



Rectangular text wrap



Jump-over text wrap



By using the "Text wrap..." command from the Element menu, you can give an independent graphic a graphic boundary, which defines how close text can come to it. You can wrap text around an independent graphic of any shape. You can jump text over it, or stop the text at the graphic. You may find that flowing text over an independent graphic creates just the effect you want. All these options are described step by step in the "Text wrap..." command description in the Techniques section.

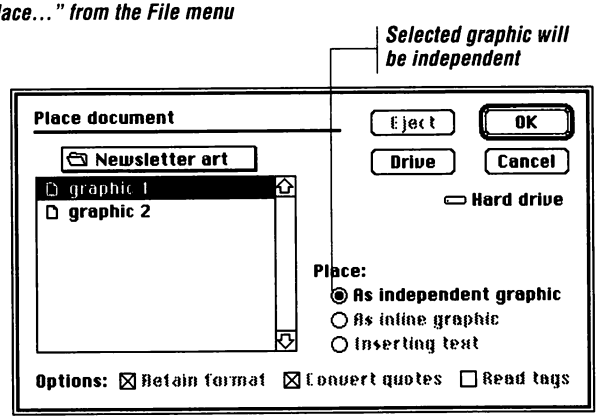
Adding an independent graphic to a publication

You can add an independent graphic to your publication in one of four ways:

- Using any tool, choose "Place..." from the File menu, and select a graphic type that PageMaker can read from disk (paint-type, PICT-format, EPS-format, or TIFF image). Click "As independent graphic" in the "Place document" dialog box.

To place a graphic as an independent graphic

Choose "Place..." from the File menu



- Using any tool, with no insertion point in the text, choose "Paste" from the Edit menu to add a graphic from another program or another PageMaker publication via the Clipboard or Scrapbook.

- Using PageMaker's drawing tools, draw lines, circles, ovals, squares, and rectangles directly in your publication.

Note: Before you add an independent graphic to your publication, you may want to create a layout grid to help you position the graphic on the page.

Manipulating an independent graphic

Once you have placed, pasted, or drawn a graphic, you can resize it by dragging one of the handles horizontally, vertically, or diagonally. You can also apply color with the pointer. Paint-type graphics or TIFF images can also be modified using the "Image control..." command from the Element menu.

PageMaker places an imported graphic at the same size at which it was created. To place it at a different size, drag-place the graphic to the size you want.

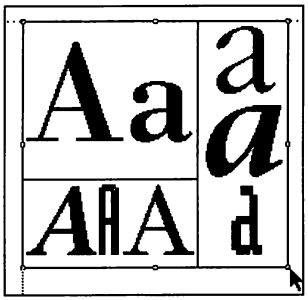
Paint-type graphics have a resolution of 72 dots, or pixels, per inch, which matches the resolution of the Macintosh screen. If your printer has a different resolution, it cannot match the screen image of the graphic dot for dot. To help you resize paint-type graphics so they look their best when printed, PageMaker has built-in sizing capabilities that automatically adjust the resolution of the graphic to match your printer's resolution. Press

Shift + Command as you resize a paint-type graphic, and PageMaker automatically adjusts the graphic's resolution. For more information, see the technique "Scaling a graphic."

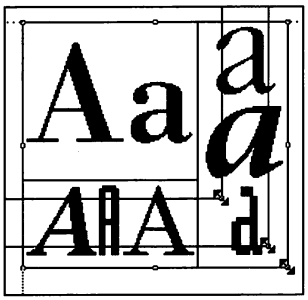
You can move a graphic around on the page by dragging it, or you can move it from one page to another or from one publication to another using the "Cut" and "Paste" commands.

To size a graphic

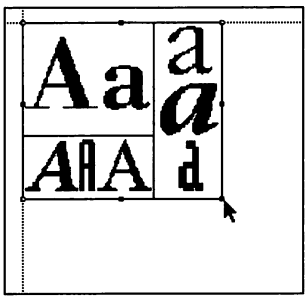
Point at one of the graphic's selection handles



Drag to resize...

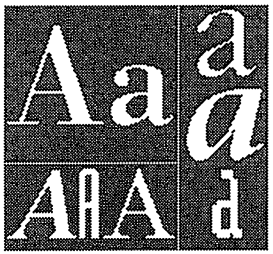


...to the size you want

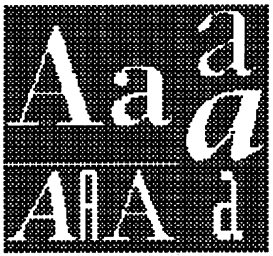


Resizing a graphic to printer resolution

Press Shift + Command to resize a paint-type graphic and adjust its resolution to that of your printer



Graphic resized to printer resolution



Graphic not resized to printer resolution

You can also crop a graphic using PageMaker's cropping tool, and then reposition the cropped portion using the grabber hand.

Inline graphics

You can add a graphic to a publication as an inline graphic, which is literally part of the text. Any graphic that you can add as an independent graphic can also be inserted in line. Use an inline graphic when you want it to move along with the adjacent text characters as the text moves.

Inline graphics can simplify your design and presentation options. In technical publications, for example, you can embed an icon or an illustration of a keyboard key in a line of text. You can also embed an illustration in a story by creating a paragraph

creating a paragraph containing only the inline graphic. As the text repaginates, PageMaker automatically moves the inline graphic as if it were text.

Adding an inline graphic to a publication

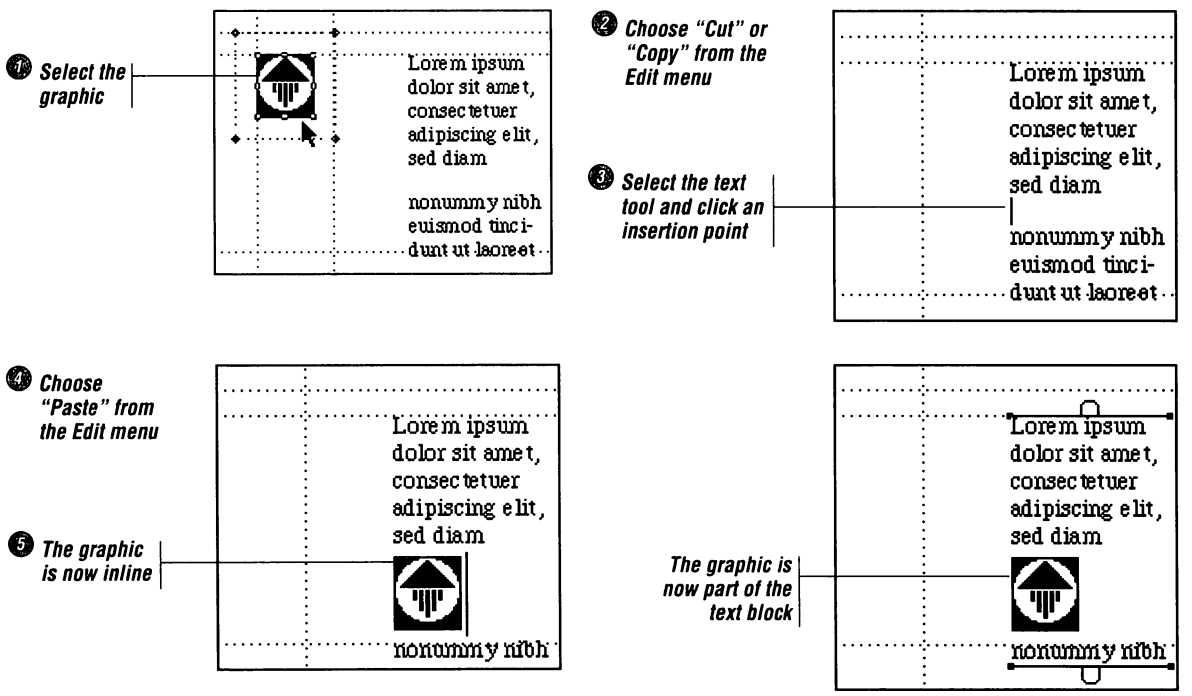
If you place or paste a graphic when the text tool is active and an insertion point exists, the graphic becomes an inline graphic at the insertion point. If you place or paste the graphic when another tool is active, or when the text tool is active but no insertion point exists in the text, the graphic becomes independent.

To place an inline graphic, select the text tool and place an insertion point in the text where you want the graphic to appear. Choose the "Place..." command to display the "Place document" dialog box. Select "As inline graphic" and click "OK." The graphic you select is placed in the line at the insertion point.

You can also use the text tool to draw a text box, and place the inline graphic in the box. Be sure to make the box large enough to accommodate the graphic, or it will not be displayed properly.

You can also bring inline graphics into the text in story view, but with the following differences. Rather than choosing "Place..." from the File menu to import a graphics file, choose "Import..." from the Story menu. Also, because story view is for text only, the

To change an independent graphic to an inline graphic

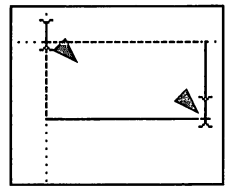


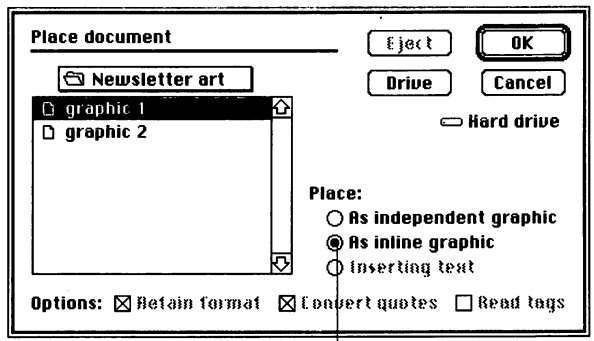
graphic is displayed only as a marker. You will be able to manipulate it when you return to layout view.

To place an inline graphic in a text box

Drag out a text box with the text tool

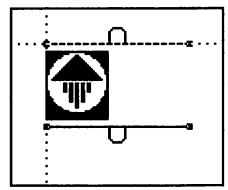
Choose "Place..." from the File menu





Select this option and click "OK"

Inline graphic is placed inside box



To paste an inline graphic into the text while you are in layout or story view, place an insertion point in the text, and choose "Paste" from the Edit menu.

Manipulating an inline graphic

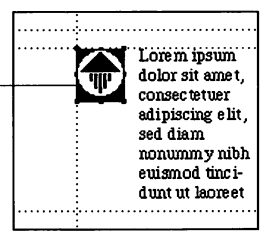
An inline graphic is treated like text in most, but not all, instances. You can apply paragraph-level attributes of track, leading, and manual kerning, but you cannot apply a character style or drag an inline graphic to the left or right. Like independent graphics, an inline graphic has a bounding box. You can crop an inline graphic, resize it, adjust its resolution, and apply color to it with the pointer. Paint-type inline graphics or TIFF images can also be modified using the "Image control..." command from the Element menu.

An inline graphic has a baseline that lines up with the text baseline. The inline graphic's baseline defaults to two-thirds the distance from the top of the bounding box to the bottom.

You can adjust an inline graphic's baseline by dragging the graphic up or down with the pointer tool. This movement may be necessary, for example, in the case of a mathematical formula whose characters you want to align with the rest of the text line.

To change an inline graphic to an independent graphic

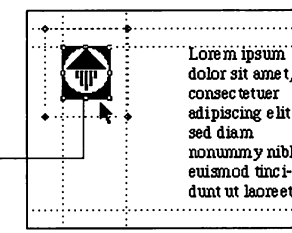
Using the pointer, select the graphic



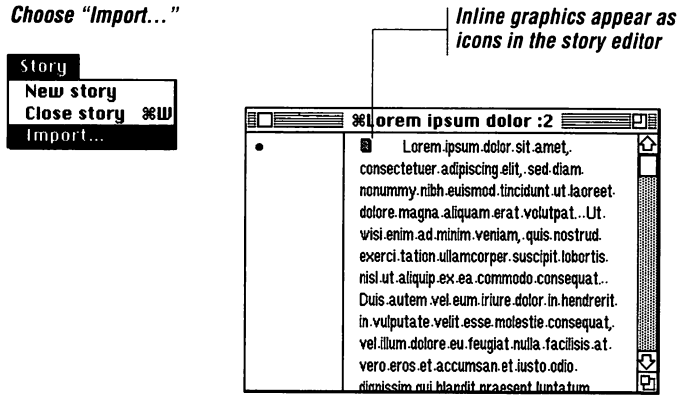
Choose "Cut" or "Copy" from the Edit menu

Choose "Paste" from the Edit menu

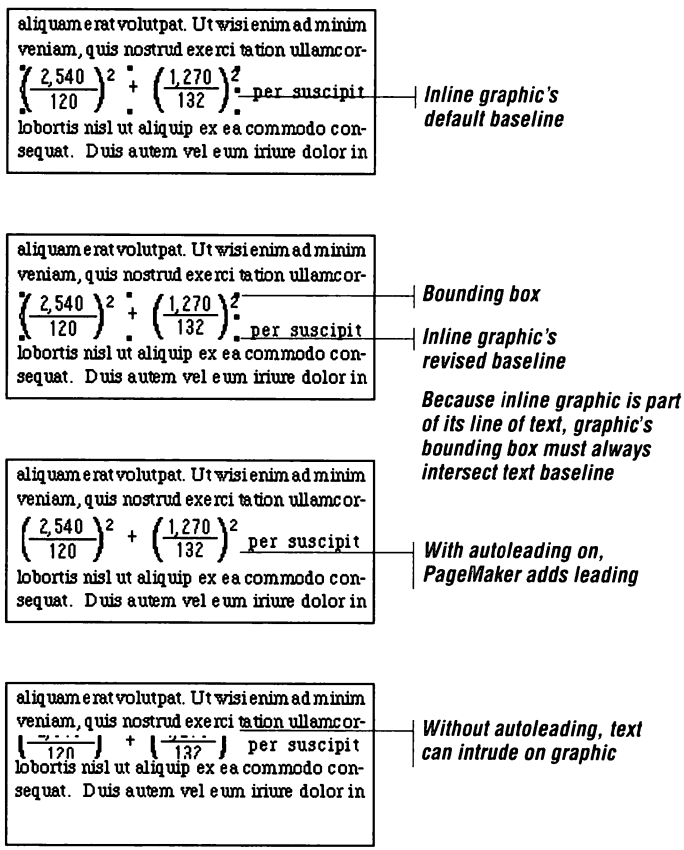
The graphic is now independent



Importing a graphic into the story editor



Positioning an inline graphic:



If you change an inline graphic to an independent graphic, PageMaker saves the graphic's baseline so that if you change it back to an inline graphic, the baseline position is retained.

Some graphics programs create graphics with preset baselines. When you place or paste these graphics into PageMaker as inline graphics, their preset baselines are retained.

Positioning an inline graphic

Successful use of an inline graphic depends upon three factors: the size of the graphic, its vertical position in relation to the rest of the line, and the leading option you have selected. "Auto" leading is the default.

When using inline graphics of various sizes, the easiest leading option is "Auto" because PageMaker then calculates the leading based upon the tallest character in the line, adjusting line spacing where necessary. However, if you set a specific leading, for example, 12 points of leading for 10-point type (10/12), an inline graphic may spill onto a line above or below it.

Even with autoleading, if a graphic is significantly larger than its surrounding text, or if a graphic's baseline is too far above or below the text's baseline, the line spacing may be disrupted.

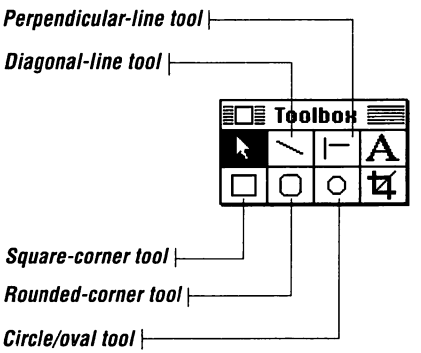
To correct these problems, you can shrink the graphic, move it up or down to shift its baseline, change the leading, or perform a combination of these adjustments. ❦

Drawing tools

The PageMaker toolbox contains five drawing tools: two for drawing lines and three for drawing shapes. Using these tools, you can add lines and other basic shapes to your publication without having to import them from a graphics program.

When you select a drawing tool, the pointer changes into a crossbar cursor. You draw by positioning the midpoint of the crossbar cursor where you want your line or shape to begin and dragging to where you want it to end. When you move this cursor to a palette or a window border, the cursor temporarily changes back into a pointer to allow you to make a selection or manipulate the window.

PageMaker toolbox



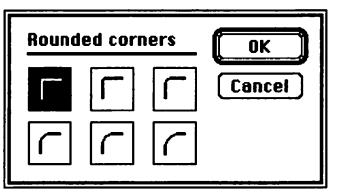
See also

Cropping a graphic	289
Fill	166
Line	190
Replacing a graphic	302
Rounded corners...	244
Toolbox	268
Customizing a graphic boundary	290

Setting drawing defaults

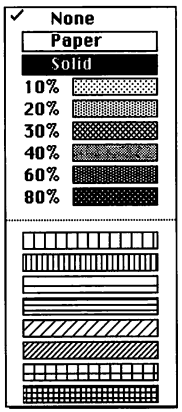
You can set default attributes, such as line thickness or type of rounded corner, for the drawing tools in a particular publication. Before you select an existing object or draw a new object, use a drawing tool or the pointer tool to set the defaults you want using the "Line," "Fill," and "Rounded corners..." commands on the Element menu. A checkmark or highlight indicates the current default. No matter which drawing tool is active when you set a default, the default applies to any line or shape you draw in that publication. For example, if you select a fill pattern of 80% from the "Fill" submenu with the perpendicular-line tool and later select the circle/oval tool to draw a circle, the circle will have an 80% fill.

Corner styles

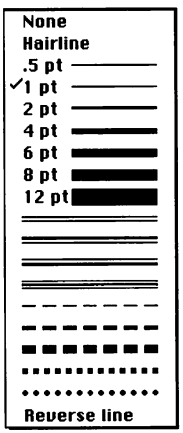


Six corner styles available for objects drawn with the rounded-corner tool

"Fill" submenu



"Line" submenu



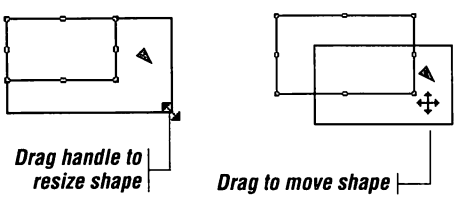
Drawing lines and shapes

The line tools draw continuous straight lines even if the mouse path is not perfectly straight. The diagonal-line tool draws a line in any direction, while the perpendicular-line tool draws horizontal and vertical lines, as well as lines at a 45-degree angle to the perpendicular. When you use the perpendicular-line tool, your first mouse movement tells PageMaker whether you want a horizontal or vertical line. You can then adjust the line's position by 45-degree increments, either as you draw by moving the mouse off the line, or later by using the pointer tool to move one end of the selected line. When used with the Shift key, the diagonal-line tool operates exactly like the perpendicular-line tool.

The rounded-corner tool and the square-corner tool draw rectangles. When used while the Shift key is held down, both tools draw squares. The circle/oval tool draws ovals; when used with the Shift key, the same tool draws circles. Position the midpoint of the crossbar cursor at a corner of the rectangle or the edge of the circle, and drag diagonally until the shape is the size you want.

To change the corner style of a rectangle drawn using the rounded-corner tool, select the rectangle and choose one of the six available corner options using the "Rounded corners..." command from the Element menu. Fill a shape by selecting it and choosing a pattern from the "Fill" submenu; change a line's thickness by selecting it and choosing from the "Line" submenu.

Resizing and moving



Resizing and moving objects

Once you have drawn a shape or line, you can change its dimensions by selec ting it and dragging one of its handles. For shapes, the cursor changes into a two-headed arrow. For lines, the cursor changes into a crossbar. To move an ob- ject, point to the line or anywhere on the shape and drag with the four-headed ar- row until the object is where you want it.

Constraining shapes and lines

Besides holding down the Shift key to draw squares, circles, and perpendicular lines, you can also constrain an existing rectangle into a square, an existing oval into a circle, and an existing diagonal line into a perpendicular one. Select the shape or line with the pointer tool, hold down the Shift key, and hold down the mouse button while you point to a handle. The shape immediately changes to the constrained dimensions, and the pointer changes to a two-headed arrow with which you can adjust the size of the object. A line jumps to the nearest horizontal, vertical, or 45-degree-angle position, and the pointer changes to a crossbar cursor so that you can change the line length.

Color in publications

Whether you are creating an informal newsletter, a product catalog, or an annual report with charts and photographs, color adds impact to your publication. Using PageMaker's color capabilities, you can create process or spot colors including PANTONE Colors and apply them to text and other graphic elements on your pages. Color pages can then be separated by PostScript-compatible color-separation programs such as Aldus PrePrint. PageMaker also lets you place scanned color photographs in your publications, print color comprehensives to color PostScript printers, and prepare images for high-end prepress systems.

Color can be a complex issue. Considerations such as the number of colors you need, the type of printer you will use for printing the final version of the publication, whether or not you will be including any scanned color images in your publication, the budget you have available for the project, and the requirements for the color definitions themselves enter into your decision making about color. Whether you handle these issues yourself or use a service bureau, always discuss and plan the project with a commercial printer before you start. A knowledgeable printer can help you decide key issues and save you time and expense during the project.

This article describes how to:

- Choose the color model that best suits your needs
- Define PageMaker's "Colors" palette
- Apply color to the objects in your publication
- Work with color photographs
- Print a color publication

For more information about color theory and using color in publications, consult the list of books and periodicals on color printing at the end of this article.

Choosing the appropriate color model

To a large extent, the color model you use depends upon whether you are planning to use process or spot colors. To a lesser extent, your choice is based upon the color model you are most familiar with for defining colors.

Process versus spot color

One of the first decisions you will make is whether to use process or spot color in your publication. Process color involves blending percentages of four separate colors to create each color you apply to an object in your publication. If you use process color, you will have to create color separations of your publication (or have a service bureau do it for you). Also, if you have a commercial

See also

Copying colors or styles from another publication 286
Define colors... 154

printer produce your publication, you will have at least four printing plates (one for each color). Spot color, typically a premixed ink, uses one printing plate. Unless you have defined four or more spot colors for your publication, using spot color can be less costly.

In certain instances you will want to use spot color rather than process color. For example, if you will be printing a corporate logo in the header of your newsletter, you will want to use the color specified in the legal definition of your logo—a PANTONE Color—for example, as a spot color. If you were to use a process simulation of the spot color, the printed result would be different from the spot color that was originally specified.

However, spot colors are limited in their application. In general, you can only apply one spot color to an object at a time. For objects like color photographs that require a blending of colors to produce an accurate image, you must use process colors. You may also find that some pages in your publication require both spot and process color. For instance, you might print the corporate logo on the same page as a color photograph. Your commercial printer can help you decide whether to use process or spot colors and can give you advice about the cost of both.

PageMaker's color models

PageMaker lets you define colors for your publication using four different methods. Two of these, the CMYK color model and the PANTONE Color library, are provided for process and spot-color definition. The other two color models, RGB and HLS, are provided for convenience. No matter which method you decide to use, PageMaker can translate as needed to create process or spot colors. However, for best results use the color model that is appropriate for the task at hand:

- Use CMYK when defining process colors, particularly if a commercial printer will be producing your publication. CMYK, which defines colors as percentages of cyan, magenta, yellow, and black, is the color model most commonly used by commercial printers for process colors.

- Start with the PANTONE Color library when defining spot colors. PageMaker provides a selection of over 700 standard PANTONE Colors from which you can choose. If the color you need is not available, you can define a custom color using any of the color models. Your commercial printer can then apply a premixed or custom-blended ink for that spot color.

Keep in mind that the separations you print for the commercial printer will print in black and shades of gray. Therefore, it is important that you name spot colors accurately using the "Define colors" dialog box. For example, if the commercial printer identifies the custom ink you use for your company logo as "XYZ's Logo Red," be sure that you use that name for the color in your publication. When you print the spot-color separations, that name will appear on the separation.

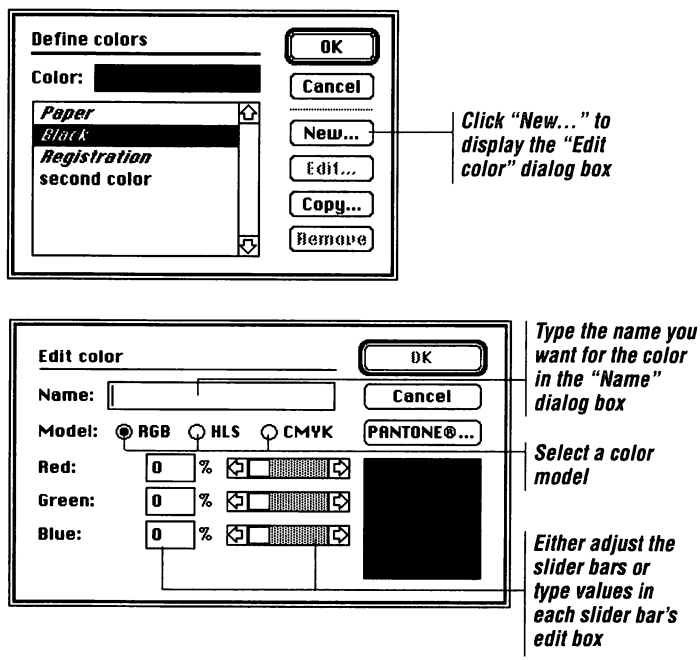
Also, it is important when defining process colors that the CMYK percentages you enter in the "Edit color" dialog box

be the exact percentages that the commercial printer will use. Each separation will be created as a screen based on those percentages, and the commercial printer will use those same separations to create the printing plates.

Defining and editing PageMaker's "Colors" palette

Just as paragraph styles make up a publication's style sheet, the colors you define make up your publication's color palette. If you are working with a monochrome monitor, all colors appear as black, white, or shades of gray. A color monitor, however, can simulate how the colors you choose will look in your finished publication.

Defining a color



Three names are automatically present in your publication's color palette: "Paper," "Black," and "Registration." "Paper" refers to the color of the paper you will be printing on. "Black" refers to a preset and unalterable color value. Objects to which you apply "Registration"—crop marks, for example—automatically appear on each separation. You cannot change the names of these three colors or alter the color value of "Black" or "Registration"; you can only change the color value for "Paper."

To define the additional colors you will be using in the "Colors" palette, first choose "Define colors..." from the Element menu. The "Define colors" dialog box shows a list of the colors currently in use in the publication. Click "New..." to display the "Edit color" dialog box, in which you can choose the color model and color you want, and name the new color. (You can also open this dialog box by holding down Command and clicking any color name in the "Colors" palette.)

When you have finished defining the color, click "OK" to return to the "Define colors" dialog box. The name of the new color then appears in the list of colors in the "Define colors" dialog box as well as in the "Colors" palette. To save the color and close the dialog box, click "OK." To abandon that color, and any other colors you defined since last opening the dialog box, click "Cancel."

Use the "Edit color" dialog box to define a color using the HLS, RGB, or CMYK color models; to define a color using either the PANTONE MATCHING SYSTEM or the Apple "Color Picker," the process is slightly different.

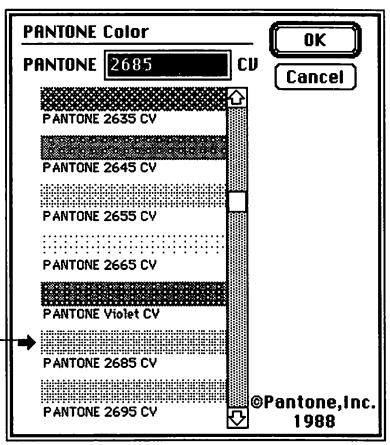
Using PANTONE Colors

Developed by Pantone, Inc., the PANTONE MATCHING SYSTEM standardizes the way designers, ink manufacturers, and commercial printers specify colors. PageMaker lets you apply more than 700 PANTONE Colors to text and graphics in PageMaker, making it easy to select a PANTONE Color quickly and conveniently.

To apply a PANTONE Color as a spot color, display the "PANTONE Color" dialog box by clicking "PANTONE..." in the the "Edit color" dialog box. PANTONE Colors are listed in the same order as the colors in the *PANTONE Color Formula Guide 747XR*. When you print spot-color separations, the PANTONE Number used for the ink you selected is printed on the separation for that color.

Use the scroll bars to select a color or type the number of the PANTONE Color you want in the PANTONE Box, and PageMaker will automatically scroll to the correct color.

"PANTONE Color" dialog box



Note: To reduce cost, you may decide to simulate a PANTONE Color with process colors. While this simulation won't be exact, a commercial printer can help you make the choice by providing a catalog containing process-color equivalents for each PANTONE Color. To define process-color equivalents in PageMaker, choose the color you want from the PANTONE Color library and then select one of the other color models in the "Edit color" dialog box, thereby converting the PANTONE Color's definition.

Using the Apple color wheel

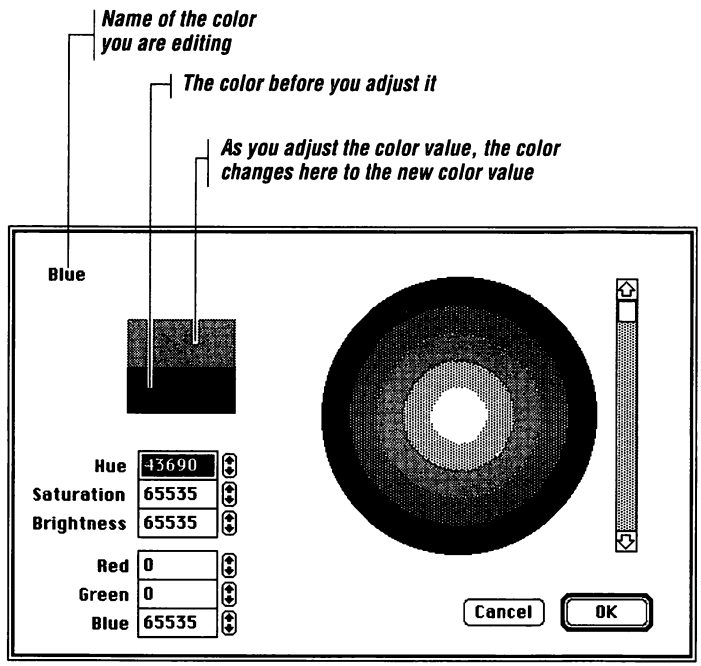
Apple's "Color Picker" gives you access to about 16.8 million colors that you can use to simulate the color you want. To edit a color using the Apple "Color Picker," hold down Option + Shift as you click "Edit..." in the "Define colors" dialog box. PageMaker will display the Apple color wheel shown below.

The color wheel offers a multitude of ways to define color values:

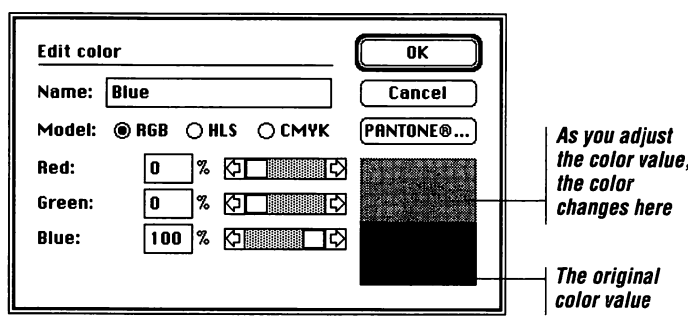
- To specify hue, hold down the mouse button and move the pointer around the color wheel.
- To specify saturation, click toward or away from the center.
- To specify the color's brightness (or lightness), drag the slider in the slider bar
- Or specify HLS or RGB colors using the numeric indicators, either entering a number or clicking one of the arrows.

When you have finished using the Apple color wheel, click "OK" to return to the "Define colors" dialog box. Then to retain your specifications, click "OK," To abandon them, click "Cancel."

Apple color wheel



"Edit color" dialog box



Editing colors in the "Colors" palette

You edit a color by changing its color value or name. To change a color's value, display the "Edit color" dialog box either by holding down Command and clicking the color in the "Colors" palette or by choosing "Define colors..." from the Element menu, clicking the name of the color you want to change, and then clicking the "Edit..." button.

In the "Edit color" dialog box, modify the color value either by entering values in the edit boxes or by adjusting the slider bars. Click "OK" to retain any changes you may have made. To abandon them, click "Cancel."

Note: If you edit a PANTONE Color by changing its CMYK, RGB, or HLS values, be sure to rename it to avoid confusion.

Applying colors

PageMaker maintains a color name tag that associates a color with every object in your publication, even if the object is colored black. If you change the value of that color, all objects tagged with it will reflect the new color value. When you select an object in your publication, the color of that object is highlighted in both the "Colors" palette and the "Define colors" dialog box.

You can apply colors to selected text and individual characters as well as to lines; reversed lines will reverse the foreground and background (i.e., applied color to the back, paper color to the front). Boxes, circles, and ovals can be filled with colored shades or patterns, but since PageMaker allows only one color

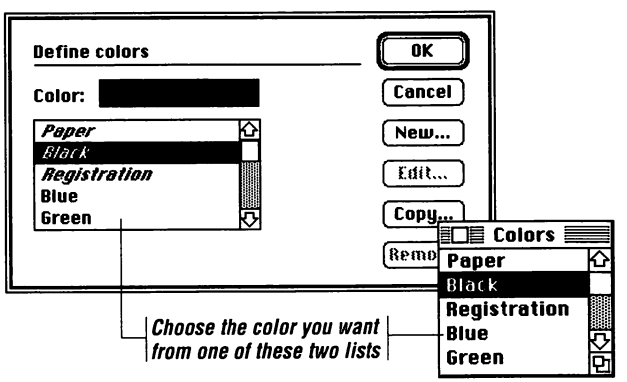
per object, the pattern will have the same color as the bounding box.

You can also apply colors to PICT, EPS, and color TIFF graphics, but these graphics are not displayed on the screen in their assigned colors. However, black-and-white and bitmapped (paint-type) graphics can be assigned colors that will be displayed. If you do not assign a color to text or a graphic, PageMaker uses the default color—typically black— that was in effect when the text or graphic was imported.

After using the pointer tool to select an object, you can apply color to that object using either the "Colors" palette or the "Define colors..." command from the Element menu.

- Using the "Colors" palette: If the "Colors" palette is not displayed, choose "Color palette" from the Windows menu. Then select from the "Colors" palette the color you want to apply to the selected object.

"Define colors" dialog box and "Colors" palette



- Using "Define colors..." from the Element menu: Use the pointer tool to select the object you want to color. Then choose "Define colors..." from the Element menu. In the "Define colors" dialog box, select the color you want to apply to the selected object and click "OK."

Working with color photographs

Scanning programs let you create color TIFF (tag image file format) files that you can place in PageMaker. Most color TIFF files are quite large and use a great deal of space on your hard disk. By default, PageMaker stores a copy of the entire image in your publication. To improve PageMaker's performance while you are working on your publication, you may want to display the "Link options" dialog box and uncheck the option to store a copy of the image. When you print the image, PageMaker locates the TIFF file and prints the complete version along with the rest of the publication.

To display the high-resolution version of the TIFF image instead of its lower-resolution version, you have two options. To display each image at high resolution, click "High resolution" in the "Preferences" dialog box. To display a single image at high resolution, press the Control key as the image starts to appear on the screen. This latter technique works whenever PageMaker displays or redisplays the page, as it does when you move to a different page, change page views, or move around the publication window using the scroll bars.

Printing a color publication

Once you have applied color to the objects in your publication, you have several options for producing the final color version. If your publication contains process colors or a combination of spot and process colors, you can use Aldus PrePrint to create the separations, or you can print color comprehensives on a color PostScript printer. You can also create spot-color separations using either PageMaker or Aldus PrePrint.

If you create spot-color separations by printing directly from PageMaker, any PICT, TIFF, or EPS graphic is printed in whatever color it was assigned in PageMaker. However, if you use Aldus PrePrint to create separations, you can separate color TIFF and color EPS graphics into their intrinsic colors. We do not recommend creating process color separations for PICT graphics, which will not retain their intrinsic colors.

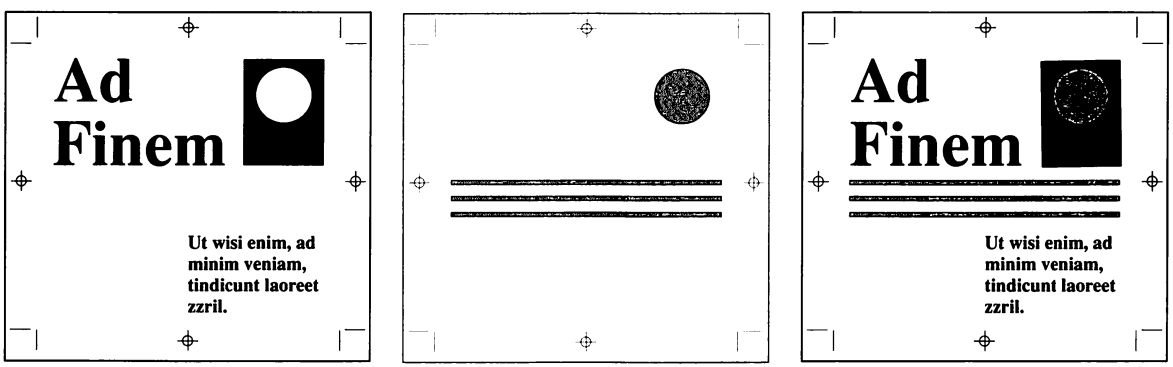
When your job involves color, always ask your commercial printer for a color proof. Because the separations you create with PageMaker and a separation program are black and white, it is essential that you see a fully constructed color proof before the final printing.

It is well worth printing color comprehensives of your publication on either a color PostScript or QuickDraw printer. When you print color comprehensives of your publication on a color PostScript printer, all the elements in your publication, including color EPS files and color TIFF images, will be printed in color. Although the color reproduction will not exactly match the results you will get from a commercial printer, color comprehensives let you see an approximation of the colors you have assigned and quickly correct any mistakes before you incur the expense of color printing.

Printing spot-color overlays

When a commercial printer prints a publication that includes spot color, the printer prepares a separate printing plate for each color used in the publication. Each printing plate will print only the

Printing spot-color overlays



First color *Second color* *Commercially printed page*

graphics and areas of text that are to be printed in one color.

For example, a publication that uses black type for text and teal type for headlines and initial caps requires two plates: one containing only the black text and the other containing only the teal headlines and initial caps.

Think of the plates, or overlays, in the previous example as being transparent. When you stack them on top of each other and look through them, you see a composite of both colors that looks the way your finished page will look. Your commercial printer aligns the separate overlays by lining up the registration marks, which appear in exactly the same place on each sheet. (The registration marks will be removed before final printing.)

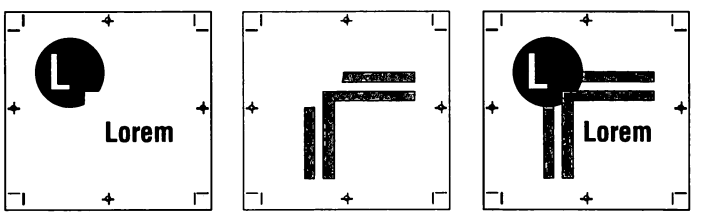
If your publication page size is smaller than the print area of the paper you will be printing on, you can tell PageMaker to automatically add crop marks and registration marks, along with the name of that overlay's color, outside the image area by checking the "Crop marks" option in the "Print" dialog box.

PageMaker can print spot-color overlays with or without knockouts. In some cases, using knockout overlays eliminates the need to remove the first color underneath the overlapping object. For example, if you have a logo overlapping a 20% screen, the screen would need to be knocked out in the area beneath the logo. Knockout overlays may save the commercial printer the time of removing the screen in the cutout area.

When you print standard overlays, one color is printed on each overlay. When you print knockout overlays, however, the first overlay prints one color with the overlapping object knocked out of it, and the second overlay prints the overlapping object in the second color.

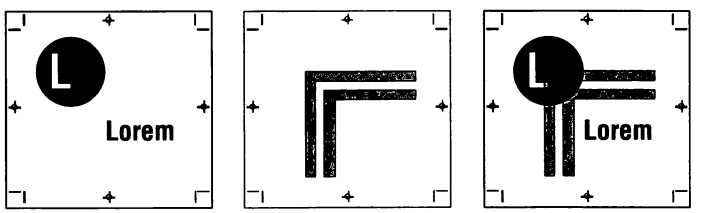
Knockout overlays

Knockouts selected



First-color overlay ***Second-color overlay*** ***Printed composite***

Knockouts not selected



First-color overlay ***Second-color overlay*** ***Printed composite***

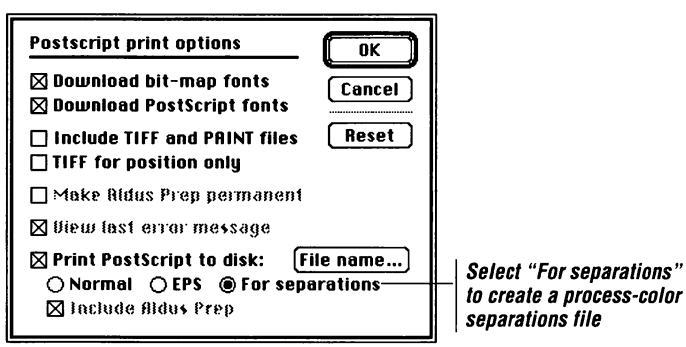
Note: Check with your commercial printer before preparing knockout overlays. PageMaker's knockout overlays are printed with the knockout at the exact size. If registration is not tight—that is, if the printer is not carefully calibrated—there may be a gap, or poor "trapping," between the knockout color and the background color after commercial printing. Your commercial printer may prefer to prepare printing plates from standard overlays rather than from knockouts.

Creating process separations

Using Aldus PrePrint, you can create overlays for the process and spot colors in multiple pages of your publication, as well as convert colors assigned in PageMaker to process separations of EPS graphics and color TIFF images. To use PrePrint, first print your publication to disk from PageMaker. Choose the "For separations" option in the "PostScript print options" dialog box, thereby creating a file with a ".sep" extension that a separation program such as Aldus PrePrint can use to create the separations.

If you choose not to take advantage of this program, you will probably want to send your publication to a color service bureau that specializes in creating process-color separations of desktop publications. Currently, most of these service bureaus use a combination of highly customized PostScript and conventional separation techniques to produce final separations. For information about these specialized service bureaus, contact your local service bureau or user group.

Creating process separations



OPI: A link to prepress systems

Several technologies and applications are becoming available that will provide more options for producing process separations of your PageMaker publications. Among these is the Open Prepress Interface (OPI), which provides a link between desktop publishing and prepress systems. PageMaker prints PostScript files that are compatible with OPI.

Because Aldus PrePrint can be used to create medium-quality separations of color photographs, your choice of whether or not to interface with a prepress system will be based on the quality you need in your final product. Aldus PrePrint can give you separations that will provide near magazine-quality color photographs. For a final version that rivals the color images in magazines of professional quality, you may want to use Aldus PrePrint for all but the color photographs and then send the job out to a prepress house to separate them.

To use PageMaker with an OPI-compatible prepress system, a prepress operator creates two versions of the color images you want to include in PageMaker: a high-resolution version (typically created by a drum scanner) for the prepress system, and a lower-resolution color TIFF version that you use in PageMaker to place, crop, or resize the image.

If the prepress system supports PostScript as well as OPI, you may be able to separate the entire publication using the prepress system. This method is preferable, because it saves money by creating only one set of film. Otherwise, when you are ready to print separations, create two copies of the PostScript file:

one for the PostScript service bureau and one for the prepress house. From the OPI information in the PostScript file, the prepress system can automatically determine the location of the color image on a page, adjust for any sizing and cropping, and then create process separations of the color image.

After film for the color-separated images and your PageMaker publication has been produced, take both sets to your commercial printer for plate production. Because both versions of the publication originated in PageMaker, the positioning of registration marks on both sets of film should correspond, making final stripping much easier.

How you prepare PageMaker publications for use with OPI-compatible prepress systems will vary with the prepress system you use. Currently, several prepress vendors have endorsed OPI and are working toward incorporating OPI into their systems. For more information about how to use PageMaker with OPI, as well as the availability of OPI-compatible prepress systems, check with your prepress house.

Suggested reading

All the options available for producing artwork for commercial reproduction cannot, of course, be covered in this single article. Remember that your best source of information is the commercial printer you will be using to produce your publication. However, you may find the books and periodicals listed below helpful in learning more about publishing in general and using desktop publishing in particular.

Books

Design Principles for Desktop Publishing by Tom Lichty. Glenview, Illinois: Scott, Foresman and Company, 1989.

Desktop Publishing by Fred Davis, John Barry, and Michael Wiesenberg. Homewood, Illinois: Dow Jones-Irwin, 1986.

Desktop Publishing from A to Z by Bill Grout, Irene Athanasopoulos, and Rebecca Kutlin. Berkeley, California: Osborne McGraw-Hill, 1986.

The Graphics of Communication by Arthur T. Turnbull and Russel N. Baird. New York: Holt, Rinehart and Winston, 1980.

Getting It Printed by Mark Beach, Steve Shepro, and Ken Russon. Portland, Oregon: Coast to Coast Books, 1986.

Graphic Designer's Production Handbook by Norman Sanders and William Bevington. New York: Hastings House Publishers, Inc., 1981.

Looking Good in Print: A Guide to Basic Design for Desktop Publishing by Roger C. Parker. Chapel Hill, North Carolina: Ventana Press, Inc., 1988.

Mechanical Color Separation Skills for the Commercial Artist by Tom Cardamone. New York: Van Nostrand Reinhold Company, 1980.

Picture Perfect: Color Output in Computer Graphics by Tektronix. Wilsonville, Oregon: Tektronix, Inc., 1988.

Pocket Pal. 13th edition. Memphis: International Paper Company, 1983.

Periodicals

Personal Publishing. Hitchcock Publishing Company, 191 South Gary Avenue, Carol Stream, IL 60188.

Publish! PC World Communications Inc., 501 Second Street, San Francisco, CA 91407.

The Seybold Report on Publishing Systems. Seybold Publications, Inc., Box 644, Media, PA 19063.

Assembling a long document

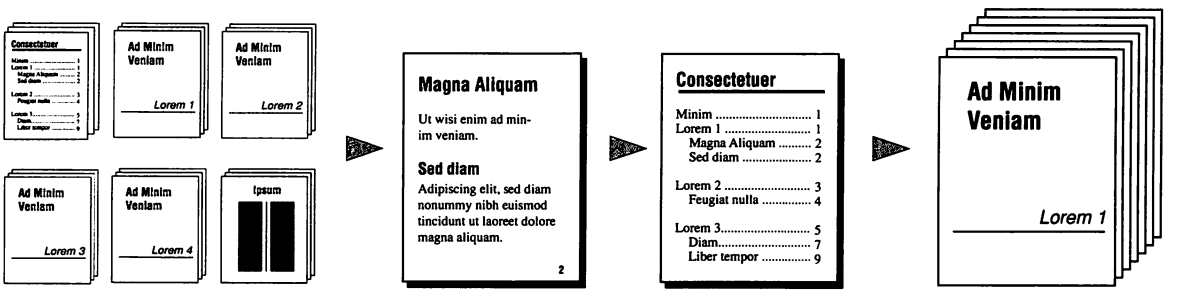
Using PageMaker's "Book..." command, much of the work of assembling a book, or a long document, from a series of PageMaker publications is done for you. You can create as many small publications as you need and tie them together in a book list. You then use the book list to generate the table of contents and the index, and to print the book.

However, creating a book-length document from several publications requires planning ahead. Consider the procedure outlined in this article as a guideline.

Organize the book

Divide the book into sections based on file size and logical division of the book parts. For instance, you might create a publication for the front matter (acknowledgments, copyright statement, and table of contents), for each chapter, for the appendixes, and for the index. This division is helpful because it facilitates book design, page numbering, and printing.

Steps for creating and producing a book



Organize the book so that each section or chapter is a separate file

Create styles and design templates that give your book a consistent look

Create the table of contents and index using commands from the Options menu

Print individual publications or print the entire book

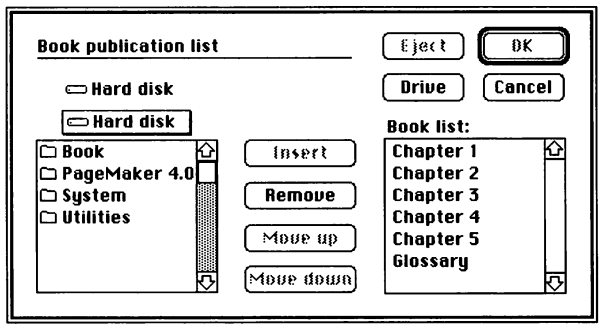
See also

Book...	132
Create index...	145
Create TOC...	148
Define styles...	157
Page setup...	207
Print...	230

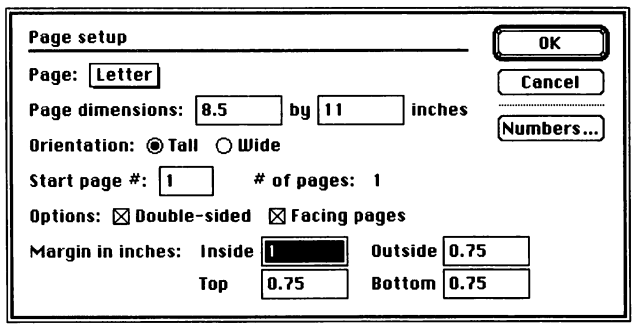
Create a book design

As appropriate, design a consistent look for all the publications in your document. Create templates, or master publications, to ensure, for instance, that all chapters look alike. Use the "Page setup..." command when creating your templates to specify consistent page sizes and margins. Consider creating master pages that will contain any design elements common to all sections of the book. Use a style sheet that includes all the styles you will need for each section of the book.

Creating a book list



Create separate publications for the sections of your book and include them in a book list



In the "Page setup" dialog box, define common page sizes and margins for a template

Use the templates to create individual publications. Then use the "Save as..." command to save each publication under its own name, such as "Chapter 1." In each publication, modify those design elements that are unique to that section of the book. For example, a horizontal rule used at the top of each page in the chapters might not be appropriate for the front matter or appendixes.

Use the "Book..." command from the File menu to define book lists in the table of contents and index publications. The book lists should contain the names of all the publications in your book, placed in the correct sequence. You should also create a book list in any publication (usually the first one) from which you will print the book sections.

Before printing, you may want to print miniature review copies, or thumbnails, of all the pages of the book.

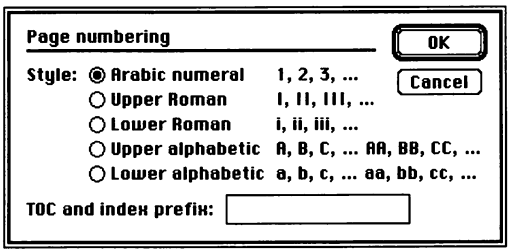
Define page-number prefixes and page-number markers

It is a common practice to use composite page numbers to indicate which section of a book a particular page number falls in. For example, the pages for Chapter 1 might be numbered from 1.1 to 1.99, for Chapter 2, 2.1 to 2.25, and so on. You may want to use Roman numerals for the front matter.

For each chapter and appendix, set up the composite page numbers on the master pages by using a text block for the prefix—for example, "Page 2.0"—and a page-number marker (Command + Option + P) for automatic page numbering. Then click the "Numbers..." button in the "Page setup" dialog box to open the "Page numbering" dialog box in

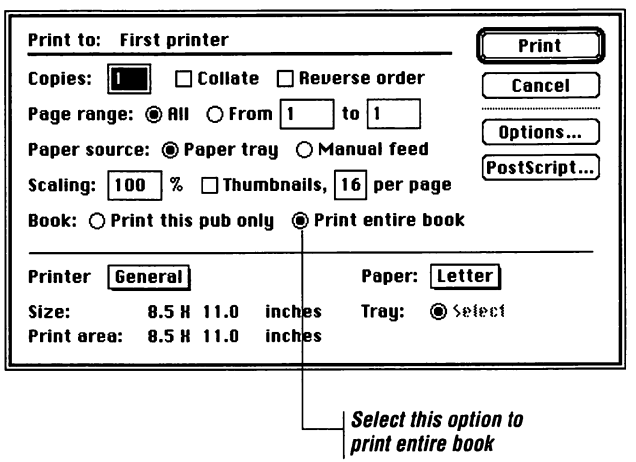
which you can define the page-number prefixes that you want to appear in the table of contents and index, as well as the style (Arabic, Roman, and so on) of page numbers.

Page numbering options



Once your page numbers are defined, use this dialog box to specify prefixes and styles

Book printing options



Select this option to print entire book

Create the table of contents and index

Look through each publication and determine the entries for the book's index, as well as the headings for the table of contents. Then generate the index and table of contents using the "Create index..." and "Create TOC..." commands from the Options menu. Place the index and table of contents stories so that you can review the results and make corrections or additions as needed. You may want to change the default styles PageMaker used for the index and table of contents. If so, edit the styles (without changing their names) and regenerate the index and table of contents.

Preview and print each publication

From any publication containing a book list, use the "Print entire book" option in the "Print" dialog box to print your book.

Indexing

Use PageMaker's powerful indexing capability to generate a comprehensive index for your publication. Keep in mind, however, that a useful index is always a well-planned, handcrafted piece of work. No tool currently exists that can capture the nuances of all references to a topic or that can make the proper selection of topics for an index. Only the human brain has such capabilities. But the flexibility built into PageMaker helps you choose the level of detail to incorporate into your index. Defaults are provided so you can create an excellent index with a minimum of effort.

Developing an index involves the following steps:

- Identifying the important topics
- Developing a hierarchy of detail for each topic
- Determining alternative wordings for every topic
- Identifying related information for cross-referencing
- Reviewing and revising the entries
- Formatting the index
- Generating or producing the index.

See also

Create index...	145
Index entry...	183
Show index...	253

If you have never developed an index before, you may want to begin with a simple index using a default format and one topic level for each reference.

It is a good idea to generate several draft indexes before you generate the final one. You may also make revisions to your publication or book that must be reflected in changes to your index. Whereas revising an index manually is tedious and time-consuming, PageMaker makes it as easy as choosing a command from a menu.

Planning the index

Plan your index before you begin making entries. Note the broad concepts as well as the specific details that your readers will want to find. Think of as many ways of describing each topic as you can, and make note of them. For example, "Fonts" might also be described as "Type" or "Typefaces."

Decide how detailed the index should be. PageMaker lets you create one, two, or three levels for each entry. You decide how much detail to include.

For multi-level entries, break each topic down to determine which word or words should be the primary, or level 1, reference. The primary reference is the basic information your reader looks for in the index. Next, decide which information, if any, should be the secondary, or level 2, reference. For example, if "Fonts" is the primary topic, some secondary references might be "printer

fonts," "screen fonts," "serif fonts," and "sans serif fonts." Tertiary, or level 3, entries under "printer fonts" might be "downloadable fonts" and "memory-resident fonts."

Note which related topics your readers might want to look up, and use these for creating cross-references. For example, you might want to refer someone looking up "Fonts" to the topics "Formatting text" or "Text attributes."

You create cross-references after creating the basic index entries because the topics to which you refer your readers must already exist in the index.

Creating index entries

Once you have identified a topic you want to include in the index, choose the "Index entry..." command to display the "Create index entry" dialog box. You can also press Command + ; (semicolon) to display the dialog box.

Create primary entries using one of the following methods:

- Using the text tool, select the text you want as the primary index entry. Then choose "Index entry..." Use the text tool to edit selected text in the dialog box. For example, if the first character is lowercase, you can change it to uppercase for the index.

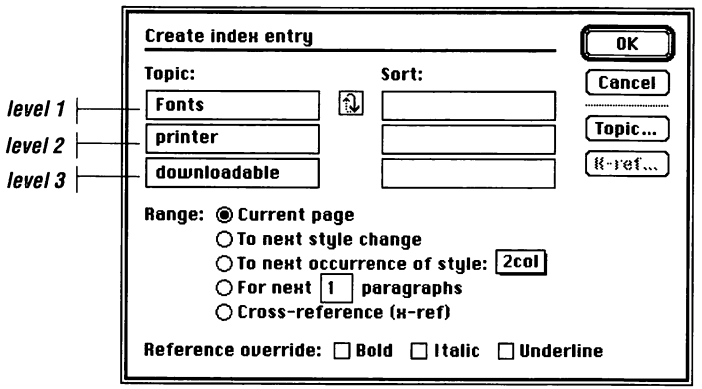
- Place an insertion point in the paragraph containing the first occurrence of the topic. Then choose "Index entry..." and type the primary entry in the level 1 "Topic" edit box as you want it to appear in the index.

You may want to create several primary entries for each topic to ensure that readers will find what they are looking for no matter how they look it up. For example, if the topic is "Fonts," create another primary entry for "Typefaces."

To create a secondary entry, type it in the level 2 "Topic" edit box. To create a tertiary entry, type it in the level 3 "Topic" edit box.

When you complete an index entry, PageMaker places an index marker in the text. The marker ([]) is visible in story view.

"Topic" edit boxes

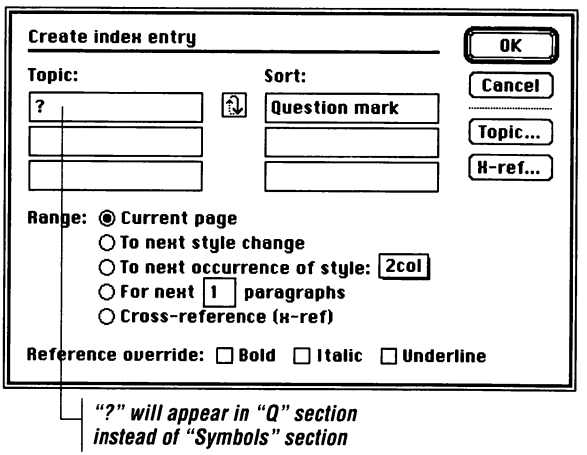


Sorting index entries

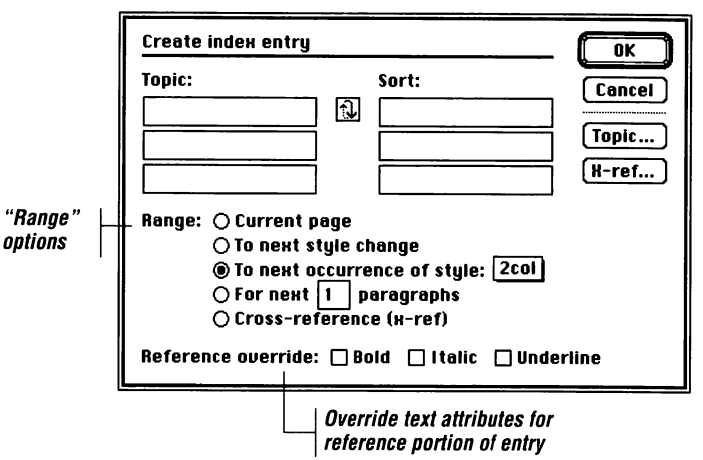
Use the "Sort" edit boxes to specify how each topic entry should be sorted in the index. For example, you may want all "Saint" and "St." entries to sort as "Saint," or you may want "?" to be sorted as "Question mark" or "42" to be sorted as "Forty-two." Without sort specifications, characters sort in the following order: space (no character), symbols (#%!?) in random order, numbers in ASCII sort order, letters in alphabetical order. Letters

with accent marks (such as ë, å, or ç) sort as if they have no accent mark. If two or more entries are spelled exactly alike except for an accented letter, the entry with the accented letter follows the entry without an accented letter. Accent marks sort in random order.

"Sort" edit boxes



"Range" options and "Reference override"



Note: ASCII sort order is not numerical order. The following numbers are in ASCII order: 1, 1000, 2, 29, 3. You can reorder them numerically by entering 0001, 0002, 0003, 0029, 1000.

The entries will be spelled in the index as they appear in the "Topic" edit boxes and sorted according to the spelling in the "Sort" edit boxes. If the "Sort" edit box next to a topic entry is blank, the entry is sorted as it is spelled in the "Topic" edit box.

Range options

Select a "Range" option to define for PageMaker the length of the topic discussion. For example, "Current page" tells PageMaker that the topic discussion is complete on the currently displayed page. If changes to your publication cause the text and the index marker to move to a different page, PageMaker will reference the new page number.

One of the "Range" options is "Cross-reference (x-ref)," which refers the reader to another topic instead of a page number. Cross-references are discussed more fully later in this article. See the "Index entry..." command description for a full description of each "Range" option.

Reference override

The reference portion of an index entry is the page number or cross-reference. The "Reference override" options let you change the type attributes of the reference portion of your index entries to provide visual emphasis. Selecting one of the options causes that text attribute to be reversed from the rest of the index entry.

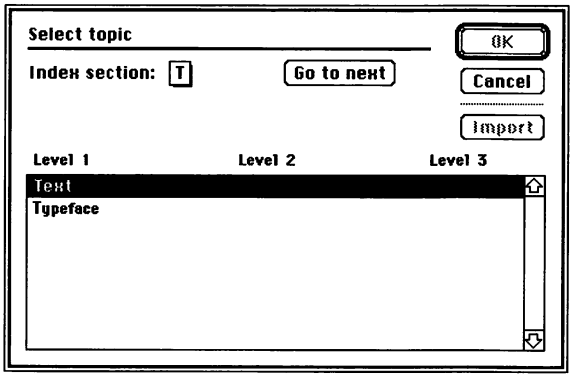
For example, if the normal type style of index entries is plain text, selecting the "Bold" option will cause the page number or cross-reference to be bold type.

These options retain their settings from the last time the dialog box was used. Consequently, if you want all page numbers and cross-references to be bold, you need only select "Bold" the first time you create an index entry.

If you want page numbers in bold and cross-references in italics, select "Bold" before you create index entries, then deselect "Bold" and select "Italic" before adding cross-references.

Note: If the index paragraph style is already defined as "Bold," selecting "Bold" reverses the current state of the reference portion of the index entry. The page number or cross-reference topic will not be bold, in contrast to the rest of the entry.

"Select topic" dialog box



Selecting an existing topic

A single topic may occur repeatedly throughout a publication or book and must be indexed more than once. If you type the same topic in a slightly different way every time you enter it, your index will contain several different entries for the same topic. For example, "Create table of contents," "Create a table of contents," and "Creating a table of contents" would all appear as separate index entries even though they all mean the same thing. To eliminate the occurrence of multiple entries generated by various wordings or spellings of the same topic, select the version you want from a list of existing topics in the "Select topic" dialog box. In this way you can avoid both the possibility of typing the entry differently and the bother of retyping it. To display the "Select topic" dialog box, click the "Topic..." button in the "Create index entry" dialog box.

The "Index entry" command details the information in the "Select topic" dialog box.

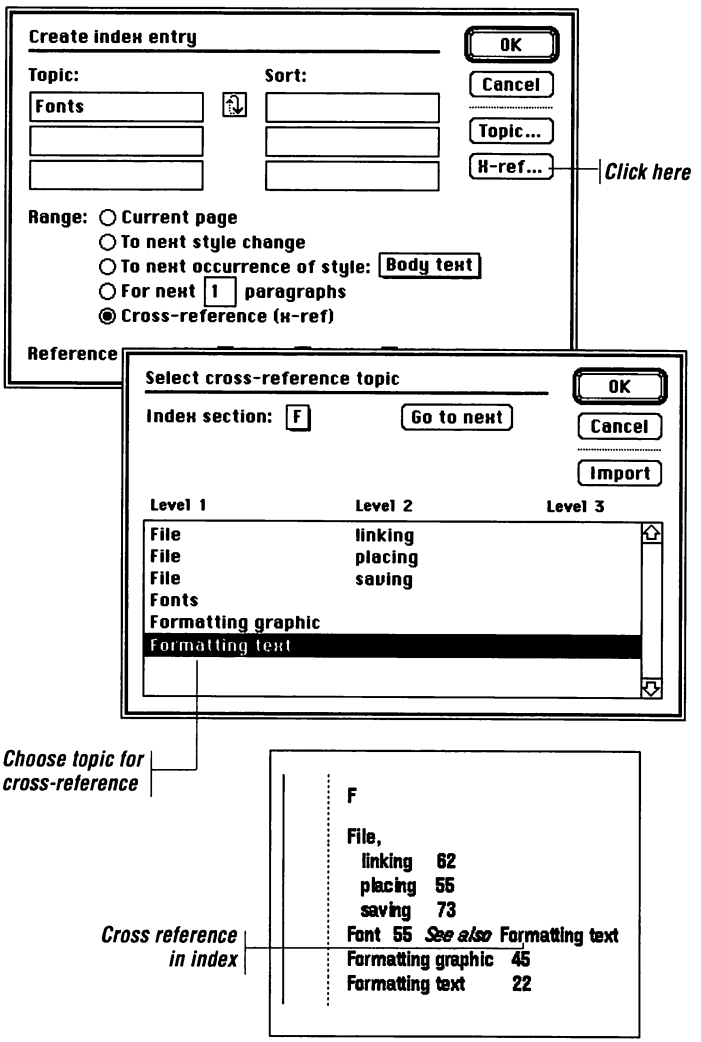
Creating cross-references within a single publication

Cross-references round out your index by directing your readers to similar or related topics that may be of interest to them. PageMaker provides a list of all existing index topics in your publication from which you can select cross-references. Consequently, you should complete the creation of index entries before beginning the cross-references.

To create cross-references, select "Cross-reference (x-ref)" in the "Create index entry" dialog box. The "X-ref..." button becomes available; click it to

display the "Select cross-reference topic" dialog box. Like the "Select topic" dialog box, it lists all existing index topics. However, the topic you select in this dialog box does not become a new entry; it becomes a cross-reference within the current entry. If the current entry has a page reference, the cross-reference is *See also*. If the current entry does not have a page reference, the cross-reference is *See*.

Create cross-references



Creating cross-references across publications

If you are producing a multi-chapter book, each chapter will be a separate PageMaker publication. Therefore, you will want to cross-reference topics in different publications. By clicking the "Import" button in the "Select cross-reference topic" dialog box, you import all existing index topics from every publication in the current publication's book list. You can then select the cross-reference topic from any publication in the list.

Note: The "Import" button imports only index *topics*, not index *entries* (which include page references). Only those imported topics that you select for cross-references will appear in the index for the current publication.

Reviewing and editing the index

Use the "Show index..." command to review and edit the index before you generate it. The "Show index..." dialog box lets you review and edit the index section by section. All three index levels are displayed, and page numbers and cross-references appear under the "Reference" heading. When you use the "Show index..." command in a publication that is part of a book list, the index for the entire book list is displayed. To display the index for the current publication only, hold down the Command key as you choose "Show index..." from the menu.

Once you have reviewed the index, you can add cross-reference entries using the "Add..." button, edit existing entries using the "Edit" button, or remove redundant entries using the "Remove" button. See the "Show index..." command for more information.

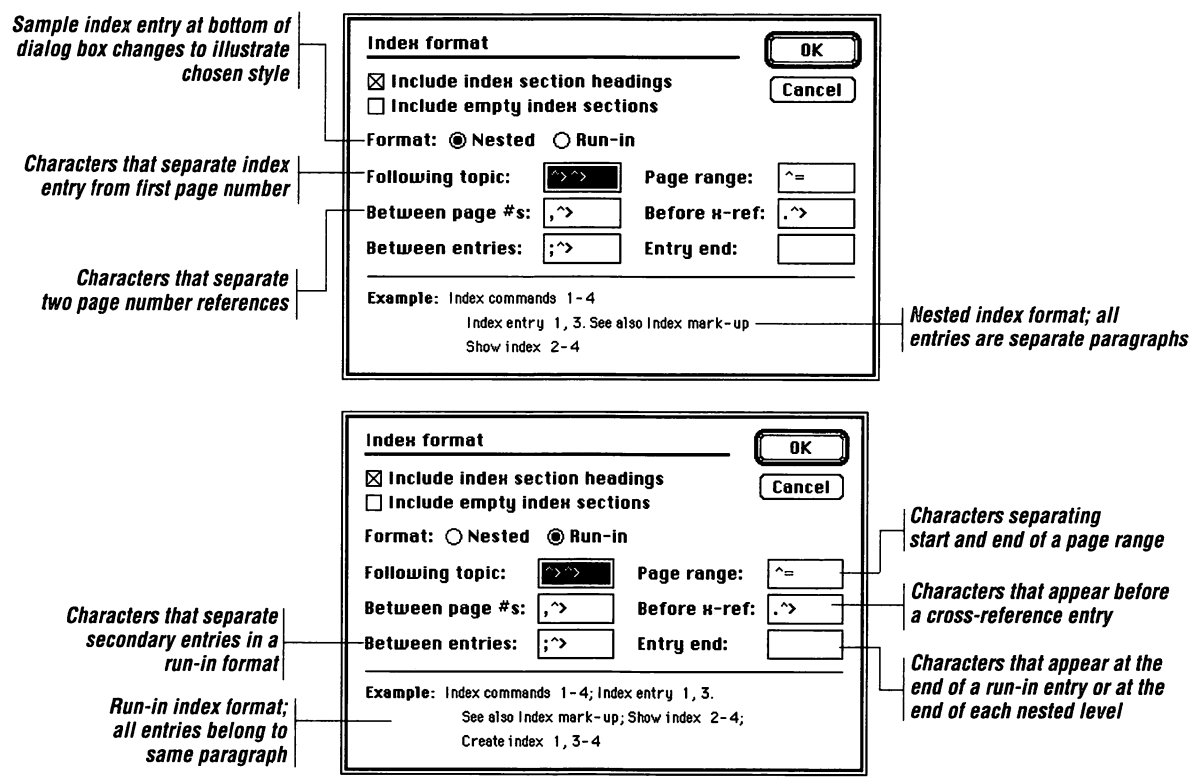
Note: If you edit an index entry, PageMaker will display a "?" under the "Reference" heading in the "Show index" dialog box to tell you that the information has changed. After you generate the index using the "Create index" command, PageMaker displays the correct page range in the "Show index" dialog box.

You can remove an index *entry* (a topic with page or cross-reference) by clicking the "Remove" button, but the index *topic* remains in the publication and appears in both the "Select topic" and "Select cross-reference topic" dialog boxes.

Formatting the index

Before you generate the index, you can select the basic format you want from PageMaker's two default index formats: "Nested" and "Run-in." To display the "Index format" dialog box, choose "Create index" and click the "Format" button.

Formatting the index

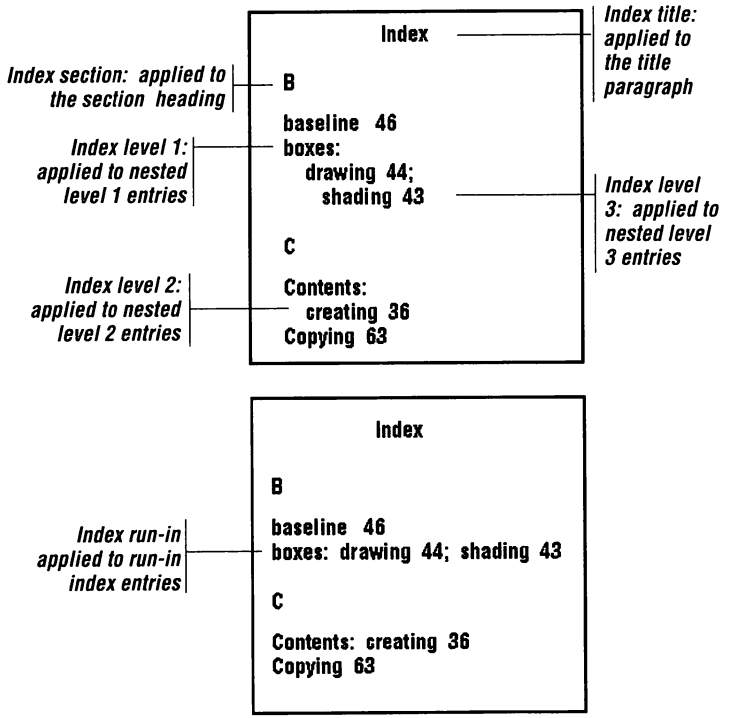


Index section headings (A, B, C, etc.) are automatically included at the beginning of each section unless you uncheck the "Include index section headings" box. The default is checked. Even if you eliminate section headings, PageMaker always inserts the appropriate spacing between sections. If a section is completely empty, however, no index section heading or spacing is inserted unless you check the "Include empty index sections" box.

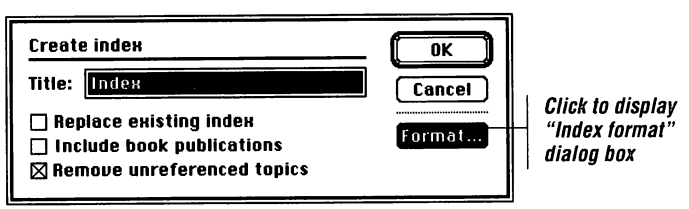
Within the format you choose, you can change the appearance of your index. Use the edit boxes to change the spacing or the separating characters, or use the defaults described in the "Create index..." command description. Appendix C contains a complete table of special characters and instructions for entering these characters in dialog boxes and text.

Index paragraph styles are automatically generated with the index. You can change them to suit your tastes and publication needs as you would any other paragraph styles in your publication using the "Define styles..." command. However, do not change the names of the styles. PageMaker identifies the correct styles to apply to your index by their names. Each time you generate an index PageMaker applies those style names to your index. If you change the names of the styles and regenerate the index, PageMaker will apply the default styles to your index.

Index paragraph styles



"Create index" dialog box



Note: The specifications in the "Index format" dialog box apply to the current publication when a publication window is open. To set defaults for all publications, enter index format specifications when no publication window is open.

Generating the index

Keep in mind that the page numbers reflect the current configuration of your publication. If you add illustrations or a table of contents that will move text to different pages, or make any other revisions, the index you generate now

example, let's assume the topic "Fonts" is indexed as appearing on page 20. But after generating your index, you add some text to page 15 that moves all subsequent text forward one page. "Fonts" now appears on page 21, but your index still shows it on page 20. You must regenerate the index, and replace the inaccurate one. You will probably find it necessary to generate several indexes before you are satisfied with the results.

Choose "Create index..." to display the "Create index" dialog box.

PageMaker automatically gives your index the title "Index" unless you type a new title in the "Title" edit box or leave the box blank. The title can be as long as 30 characters.

The index you generate will replace an existing index unless you uncheck the "Replace existing index" option. The first time you generate an index, this option is dimmed and unchecked. After you have generated an index, the default for the option is checked. To generate a second index without overwriting the first, uncheck the option.

To generate an index for the current publication only, uncheck the "Include book publications" option. When this option is checked, PageMaker produces a comprehensive index of all the publications in the book publications list. The default for this option is checked. If the current publication does not contain a book publications list, the option is dimmed and unchecked.

PageMaker automatically removes unreferenced topics unless you uncheck the "Remove unreferenced topics" box. Unreferenced topics are any topics you imported for cross-referencing but didn't use as a cross-reference, or any topic for which all index entries were deleted using the "Remove" button in the "Show index" dialog box. If you are generating a draft index for review, you may want to retain the imported topics until the index is complete. However, because imported topics from a large book list can make your publication file very large, always remove the unreferenced topics when generating your final index.

To generate the index, PageMaker searches the publication (or publications) for your index entries. When you generate the first index for your publication, you will flow the text in the same way you flow any other text. You can open a separate publication for it, add it to the end of the current publication, or flow it onto the pasteboard.

To open a separate publication for an index, use the "New" command from the File menu and save the new publication as the index. Choose the "Book" command from the File menu, and add all the publications to be included in the index to the book list. Then generate the index for all publications in the book list.

To examine the new index before you eliminate the existing one, you can flow the new one without replacing the existing one. Whenever you have more than one index, be careful not to lose track of them, or you may make changes to one and publish another.

To start generating the index, click "OK" in the "Create index" dialog box. PageMaker searches the publication (or publications) for index entries and, when they have all been located, sorts them and adds section headings, if appropriate. Depending upon the size of the index, you can expect this operation to take several minutes. A progress indicator continuously updates you on the current status of the index.

Upon completion of the index, if the new index is the first one for this publication, PageMaker returns you to the view (layout or story) and page that were displayed before you generated the index.

In layout view, the pointer becomes a loaded text icon. You can add pages to accommodate the index by choosing the "Insert pages..." command from the Page menu. Or choose "Autoflow" from the Options menu, and PageMaker will automatically add the appropriate number of pages. Flow the index the same way you flow any other text.

In story view, PageMaker opens a new story window for the index. Choose the "Place" command from the File menu to return to layout view with a loaded text icon, and flow the index. If you close the story window without first placing the index, PageMaker gives you a warning.

If the index you just generated is replacing an existing index, PageMaker automatically turns to the first page of the index, whether in layout or story view, and displays the new index in place of the old.

You can make changes to the generated index. However, before you do so, be sure this is the last index you will generate. If you replace this index with another, the changes you made will be lost.

Note: The specifications in the "Create index" dialog box apply to the current publication when a publication window is open. To set defaults for all publications, enter index format specifications when no publication window is open. ❦

Creating a table of contents

When you complete a publication, you can automatically generate a table of contents, either for a single publication or for all publications in the current book list. See the "Book..." command description for information about creating and using a book-publication list.

Creating a table of contents involves two basic steps. These are:

- Specifying that a paragraph or all paragraphs of a particular style be included in the table of contents
- Using the "Create TOC..." command from the Options menu to generate the table of contents

Planning a table of contents

Like an index, a table of contents is best when planned. Since PageMaker generates a table of contents from the paragraphs that you mark for inclusion, you should determine the scope of your table of contents before you define styles or format paragraphs. To plan your table of contents, look over the outline of the publication and decide what the major headings are. Then determine how many heading levels you want to include in the table of contents. For one publication, you may want a table of contents that captures only the chapter titles. For another, you may want all first-, second-, and third-level subheadings reflected under each chapter title in the table of contents. Once you have a plan, you can tell PageMaker as you create the publication which headings you want to include in the table of contents. Advance planning smooths the way for generating the table of contents you want.

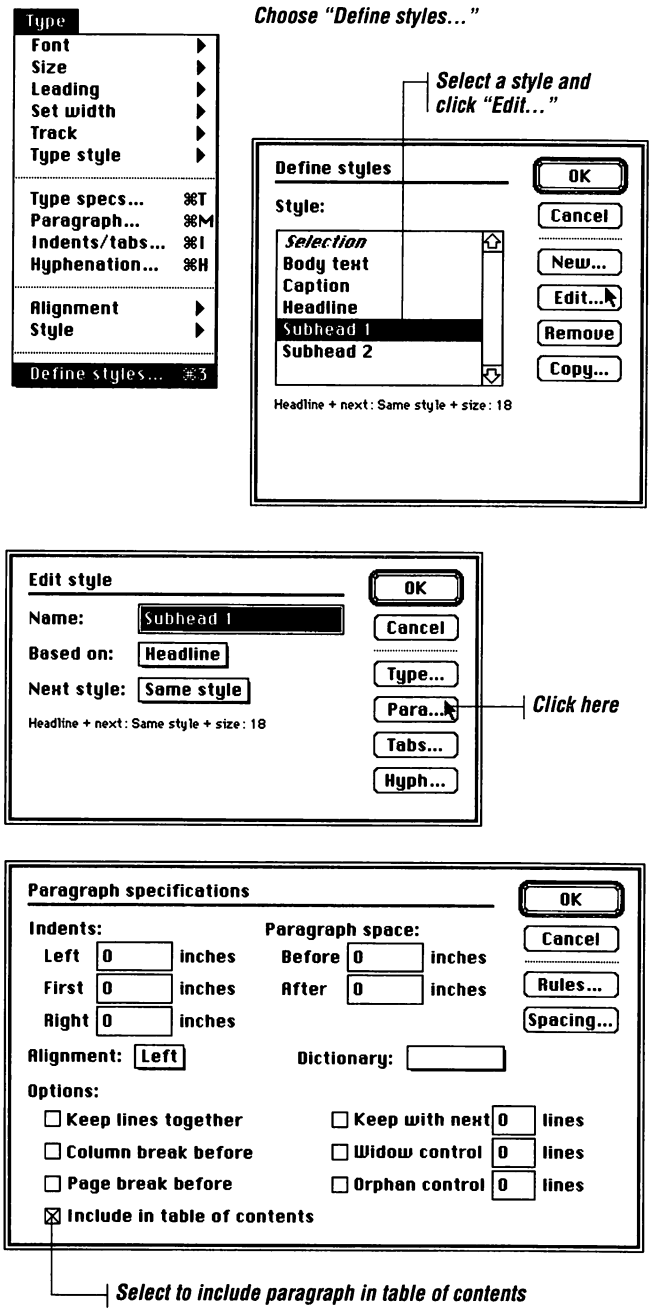
Marking paragraphs for inclusion in a table of contents

You can mark the paragraphs you want in the table of contents either individually or as part of a paragraph style:

- To include a single paragraph in the table of contents, select the paragraph or a part of it with the text tool and choose the "Paragraph..." command from the Type menu. In the "Paragraph specifications" dialog box, check the "Include in table of contents" option and click "OK."
- To include all paragraphs of a certain style in the table of contents, choose "Define styles..." from the Type menu, select the name of the style whose paragraphs you want to include in the table of contents, and click the "Edit..." button. In the "Edit style" dialog box, click the "Para..." button to display the "Paragraph specifications" dialog box. Check the "Include in table of contents" option and click "OK" in the "Paragraph specifications" dialog box, the "Edit style" dialog box, and the "Define styles" dialog box.

Although you can mark paragraphs individually, this method is not recommended because it encourages

Including a paragraph in the table of contents



inconsistency. Since you want to capture certain heading levels with consistency in the table of contents, defining paragraph styles for inclusion in the table of contents is the preferred method of marking paragraphs.

As you define styles, you can streamline your efforts by using the first style you defined for inclusion in the table of contents as the basis for subsequent styles that need to serve the same purpose.

Planning space for a table of contents

You also need to plan space in the publication for the table of contents. If you know exactly how many pages it will require, you can add them to the beginning of the publication, generate the table of contents from within that publication and place it on those pages. However, because it is difficult to estimate the table-of-contents page count precisely, it is better in most cases to create a separate table-of-contents publication.

Use the "New..." command from the File menu to create the table-of-contents publication. Then from the new publication, use the "Book..." command from the File menu to link the publications you want the table of contents to cover. At this point, you are ready to generate the table of contents.

Generating a table of contents

If you are not already there, open the publication in which you want to place the table of contents. Then choose "Create TOC..." from the Options menu to display the "Create table of contents" dialog box.

The first time you generate a table of contents, the "Replace existing table of contents" option is dimmed and unchecked. Once a table of contents exists, however, this box is automatically checked so that subsequent versions will replace the previous one. If you want to look at a new table of contents before deleting the old one, uncheck this box.

If your publication is included in a book list, the "Include book publications" option is automatically checked so that PageMaker will generate a single table of contents for all publications in the book. Uncheck the box to generate a table of contents for this publication only. If the publication is not part of a book list, the option will be dimmed and unchecked.

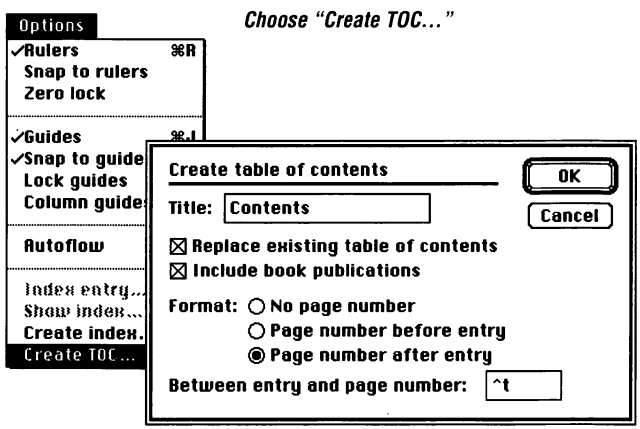
You can give the table of contents a title up to 30 characters long. The title becomes the first paragraph of the table of contents. PageMaker automatically creates a style, "TOC title," for it. The default title is "Contents"; however, you can delete "Contents" and leave the "Title" box blank, so that no title is generated.

PageMaker automatically includes page numbers for table-of-contents entries, but you must indicate how you want the area between the entry and its page number to be formatted. Specify the format you want in the "Format: Between entry and page number" option. PageMaker uses the first seven characters you enter there. The default is "^t" (a leader tab). See Appendix C for a complete list of the characters available and for instructions on typing them into text and dialog boxes.

When you select "No page number," the "Between entry and page number" option is dimmed.

To generate the table of contents, click "OK." PageMaker searches for the paragraphs marked for inclusion in the table of contents and compiles a table of contents. For a long and complex table of contents, the process may take several minutes. A progress indicator continuously updates the status.

Generating a table of contents



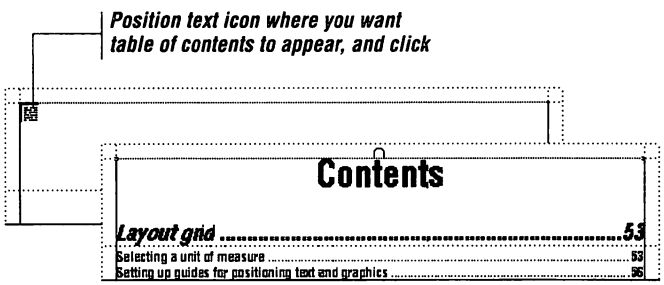
Placing and revising a table of contents

The table of contents is a new story that you can flow exactly as you would any other story. If you have opened a separate publication for the table of contents, you can generate and place the table-of-contents story there.

When PageMaker has finished generating the table of contents, you will see a loaded text icon if the table of contents is:

- The first one generated for the publication

Placing the first table of contents



PageMaker flows the table of contents

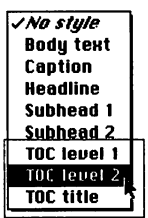
- A subsequent table of contents that is not replacing the existing table of contents

If you are generating a subsequent table of contents and have checked the "Replace existing table of contents" option, the new table-of-contents story automatically replaces the old one.

When you create a first table of contents from story view, a new story window is opened with the new table-of-contents story in it. You can then place the table-of-contents story where you want it in your publication. Until you have placed the story, any attempt to close the window elicits an alert to place, discard, or cancel.

Once you have placed the story, you can edit it as you would any other text. However, be sure it is the final version before you spend much time or effort revising. Revisions are lost when you generate a new table of contents.

TOC styles



TOC styles in the "Style" submenu

Editing TOC styles

PageMaker creates default styles for table-of-contents entries that have been assigned paragraph styles. The TOC style name consists of "TOC" plus the paragraph style name. For example, if the style "Headline" is included in the table of contents, all "Headline" table-of-contents entries will have the style "TOC Headline." You can see the TOC styles by choosing "Style" from the Type menu and displaying the submenu.

Note: Any paragraph labeled "No style" will be assigned a TOC style.

You can edit TOC style attributes using the "Define styles..." command on the Type menu, as you would any other style. The default font for TOC styles is Times Roman. The size and type style (e.g., bold or italic) will be the same as those of the original paragraph style. Changing the style name when you change attributes, however, is not effective. The next time you regenerate the table of contents, PageMaker ignores any names not based on existing styles in the publication, giving each entry a style name based on the original style name preceded by "TOC." As long as you retain the name PageMaker generated, the changes made to that style's attributes are retained through subsequent regenerations of the table of contents. In other words, the text attributes for the style "TOC Headline" may be different from the text attributes for the style "Headline," resulting in a different paragraph style for the table-of-contents entry from that of its counterpart in the publication.

Printing

Before you choose "Print..." from the File menu to send your PageMaker publication to a printer, you must make several decisions that will affect the quality of your printed publication. This article discusses those decisions and their results. The "Print..." command description details every option available in the print dialog boxes.

You have two basic choices when you print: You can print to a printer, which gives you a hard copy within minutes, or you can print to disk, which gives you a PostScript file. You will usually print to a printer, but if your laser printer is not capable of producing final-quality output, you can print your PageMaker publication to a disk and take or send it to a service bureau for printing. Because certain decisions you make about your publication may depend upon the printer you use, you need to know before you create your publication what printer will produce your final copy.

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Printing a PageMaker publication to a printer can be divided into three categories of quality. You can print to:

- PostScript imagesetters (such as Varityper 4300P, Compugraphic 9700, Linotronic 300)
- Other PostScript laser printers (such as LaserWriter, LaserWriter II, TI OmniLaser)
- QuickDraw printers (such as ImageWriter, LaserWriter SC, HP DeskWriter)

Printing to a PostScript laser printer

A PostScript laser printer reads the page-description language from your computer and translates it into a series of dots that appear on the paper as your PageMaker page. PostScript laser printers include many printers that have a wide array of print resolution, from 300 dots per inch (dpi) to 2540 dpi. The more dots per inch, the clearer is the image on the page. Basically, however, PostScript laser printers are categorized into imagesetters, which have the highest resolution, and all other PostScript laser printers.

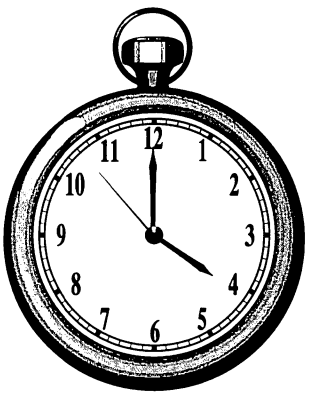
PostScript imagesetter

An imagesetter is a high-end printer with very fine resolution, a hard disk for storing printer fonts, and the ability to print on continuous film in addition to paper. Although the dividing line between imagesetters and ordinary PostScript laser printers is somewhat

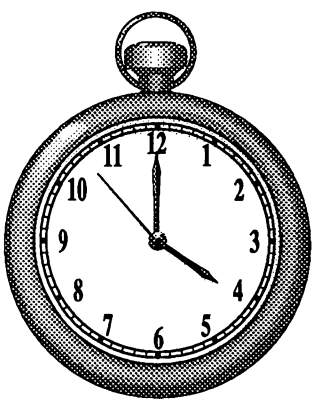
blurred by high-resolution plain paper printers and low-end imagesetters, most imagesetters have a print resolution of between 1000 and 2540 dpi.

If you use highly detailed graphics, or if you are going to take your publication to a commercial printer for reproduction, you will get the best results printing to an imagesetter. Consult your service bureau for advice on preparing a PageMaker publication for best printed quality on their equipment.

Highly detailed graphics look best when printed to a PostScript imagesetter



Detailed PostScript graphic printed at 1270 dpi



Detailed PostScript graphic printed at 300 dpi

PostScript laser printer

When we refer to PostScript laser printers we mean those devices with 300 to 600 dpi resolution, as opposed to imagesetters with far higher resolution. For many publications, especially those that do not make extensive use of high-resolution graphics, printing to a PostScript laser printer provides adequate quality for final copy.

A PostScript laser printer comes with PostScript fonts installed in read-only memory (ROM). You can buy additional fonts to download into the printer's random-access memory (RAM) or onto the printer's hard disk. The article "Fonts" provides more information about memory-resident and downloadable fonts.

Setting up your computer for a PostScript printer

To print a PageMaker publication to a PostScript imagesetter or laser printer, you must follow these steps:

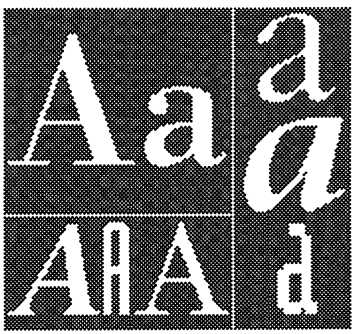
- Be sure the latest version of the file "LaserWriter" is in the System folder. This file is the Apple PostScript printer driver and is available from your Apple dealer.
- Choose "Chooser" from the Apple menu, and click the LaserWriter icon. Then click the name of the printer.
- When you are in PageMaker, use either the Aldus driver or the Apple driver. The Aldus driver is automatically selected when you choose "Print..." from the File menu. To select the Apple driver, hold down the Option key as you choose "Print..."

Choosing the Aldus or the Apple PostScript driver

If you are using a PostScript printer or imagesetter, PageMaker gives you the choice of two printer drivers: the Aldus driver (contained within PageMaker) and the Apple driver (contained in the LaserWriter file in your System folder). Both are good, but there are advantages that each has over the other. Depending upon the kind of printing you are doing, select the driver that provides the best support. Each driver has its own dialog boxes and set of options. For further information about the dialog boxes and options, read the "Print..." command description.

Stretching a paint-type graphic to printer resolution

A graphic created in one resolution prints with a "moiré" pattern on a printer with a different resolution



Graphic "magic stretched" to printer resolution

The Aldus printer driver

PageMaker automatically selects the Aldus printer driver for you when you choose "Print..." from the File menu.

The following is a list of the advantages of using the Aldus driver:

- **Efficient use of unlimited downloadable fonts.** Both the Aldus and Apple drivers download each non-resident font as it is needed. The Aldus driver leaves the downloaded font in your printer's memory for later use. It begins removing fonts from the printer's memory only when it needs to download a new font for which the printer has insufficient memory. When the "Unlimited fonts" option is selected for the Apple driver, it erases each font before downloading the next one, which slows printing. When "Unlimited fonts" is not selected, the Apple driver never erases the fonts it downloads, and the print job will fail if the needed fonts don't all fit in the printer's memory.

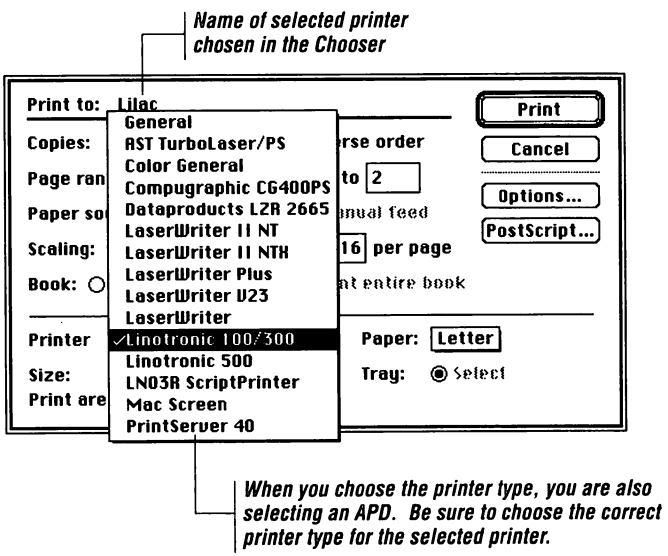
- **Uses Aldus Printer Description files (APDs).** By using APDs (described later in this article), the Aldus driver lets PageMaker take advantage of special features and capabilities of your printer, as well as new printer features as they are developed.

- **Best possible image printing and best support for "magic stretching."** In order for a paint-type image to print clearly, it must have the same resolution as that of the printer. If it doesn't, the printed image will be distorted with a "moiré" pattern. The resolution of an image depends upon how it was

created, and it can also be changed by resizing the image in PageMaker. If you hold down the Command key while dragging one of the image's handles, PageMaker automatically adjusts the size and resolution to exactly match the selected printer's resolution. This is called magic stretching the image, and it works best with the Aldus driver. By using APDs, the Aldus driver knows the exact resolution of the selected printer and applies that to the image. If you don't use the Aldus driver, magic stretching defaults to 300 dpi. If you use different printers for proofs and final copy, be sure to stretch your graphics while the final printer is selected.

- **Best support for printing to disk.** If you are printing to disk (to have the printing done by a service bureau, for example), the Aldus driver is more consistent and easier to use than the Apple driver.

Choosing a printer type



The Apple printer driver

To use the Apple driver, hold down the Option key as you choose "Print..." from the File menu.

The following is a list of of the advantages of using the Apple driver:

- **Best support for using some computer-resident print spoolers, including Apple's background printing.** A print spooler (discussed later in this article) intercepts the print stream at the speed the computer sends it. It then feeds the print stream to the printer at the speed the printer can accept it, which is considerably slower. Thus, a print spooler frees the computer so you can get back to work while the printer is still printing. The Aldus driver works very well with most network spoolers (software or hardware connected to your computer by AppleTalk); however, the Aldus driver cannot use Apple's background printing, and some other computer-resident print-spooler programs work better with the Apple driver than with the Aldus driver.

- **Uses less printer memory on a multi-use printer.** The Aldus driver and the Apple driver each use different printer preparation, or header, files. The prep file used by the Apple driver is called Laser Prep. The Apple driver and Laser Prep are used by all other Macintosh programs. The Aldus driver within PageMaker uses Aldus Prep. Each prep file is sent to the

printer with the first print job performed by its driver and is memory resident until the printer is turned off. Each uses about one average font's worth of memory. If you use your printer to print programs other than PageMaker, using the Apple driver in PageMaker will consume less printer memory because only one prep file, Laser Prep, will be resident in the printer's memory.

Aldus printer description files (APDs)

Developed by Aldus and Adobe Systems, Inc., an Aldus Printer Description file, or APD, contains information about the printer you choose in the "Print to" dialog box when you use the Aldus driver. PageMaker finds the corresponding APD and displays or uses the appropriate information and options available with that printer. The information includes:

- The name of the printer model
- Available paper trays
- Paper sizes used with the printer, including custom paper sizes
- The image area for each paper size
- A list of fonts resident in the printer
- Any special features, such as manual feed

The APDs come with PageMaker in the APD folder. To be sure that PageMaker can find them, leave them where the Installer puts them (in the APD folder within the Aldus folder in your System folder).

Printing to a QuickDraw printer

QuickDraw printers use the Macintosh computer's QuickDraw drawing language rather than PostScript. This category encompasses many types of printers, including dot-matrix printers (such as Apple's ImageWriter) and non-PostScript laser printers (such as the Apple LaserWriter SC). The resolution of a QuickDraw printer is typically between 72 and 300 dpi. Generally, QuickDraw printers are most useful for printing proofs of PageMaker publications.

Most of these devices use information from your computer's screen fonts, reducing them to produce fairly smooth-looking letters on the page. Some of these printers require a screen font three or four times the size of the printed font. This requirement varies from one printer to another. Others use outline fonts of their own format (not PostScript). The best source of information is your printer documentation. A later section of this article discusses the use of Adobe Type Manager, and how it can improve the quality of a PageMaker publication printing to a QuickDraw printer.

EPS (Encapsulated PostScript) graphic images usually do not print well on QuickDraw printers. For EPS images, PageMaker displays a PICT or paint-type representation on the computer screen, and this version can be printed on a QuickDraw printer. This representation, however, is often not as detailed or accurate as the original EPS image.

Setting up your computer for a QuickDraw printer

The driver needed to print to a QuickDraw printer comes with the printer, and you must install it in your System folder. From the Apple menu, choose "Chooser" and select the name of your printer.

Adobe Type Manager

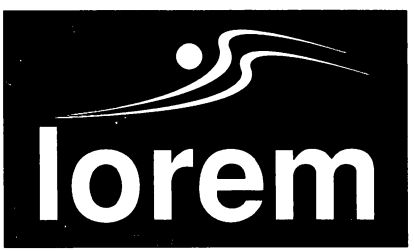
Adobe Type Manager (ATM) is a program from Adobe, Inc. that improves the appearance of PageMaker publications printed with QuickDraw printers. Using PostScript font files in your System folder, ATM intercepts the text-drawing commands (either to the screen or to a printer) and translates the information into high-resolution bitmapped characters that non-PostScript printers can print.

If you use a QuickDraw printer with ATM for your final output, you should compose your publication using only PostScript fonts which are compatible with ATM. The documentation that comes with ATM will help you with these choices.

QuickDraw printers can print only the PICT screen image of an EPS image. The quality may be adequate for proofing.

Screen image of an EPS graphic printed to a QuickDraw printer

EPS graphic printed to a PostScript printer



Print spoolers

A print spooler is a program that intercepts a print job on the way to the printer. The print spooler receives the print stream as fast as the computer can send it, and then sends it to the printer at the printer's speed, which is much slower. Consequently, the computer is free, and you can get back to work while the printer is still printing.

A print spooler can be resident on your computer, as is Apple's Background printing feature, or can be connected on a network, running on a separate machine.

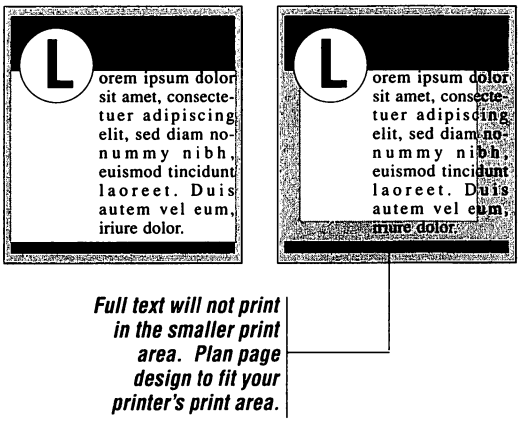
Computer-resident spoolers often work better with the Apple driver than with the Aldus driver. You install a computer-resident print spooler into your System folder, and restart your computer. Thereafter, when you print, the print stream goes first to the spooler and then to the printer. Apple's Background printing works only with the Apple driver and appears as an option in the "Chooser" dialog box.

Network spoolers, such as Apple's PrintServer, are selected in the same way as a printer. Choose "Chooser" from the Apple menu, and click the spooler instead of a printer. The Aldus driver is designed to work very well with these spoolers.

Print area

The print area is the area on a page in which a printer can print. Most laser printers have a small border (from 1/8 to 1/2 inch) around the edge of the paper within which the printer cannot print. This area varies from one printer to another and from one paper size to another.

Print areas of two different printers



Some printers let you choose between two print areas for one paper size. With the Aldus driver, this appears as "Letter" and "Lettersmall" or "A4" and "A4small" in the "Print to" dialog box's "Paper" pop-up menu. Choosing the smaller print area frees more printer memory for fonts and reduces font downloading time.

The APD tells PageMaker the size of the print area for the selected printer and paper. This information appears at the bottom of the "Print to" dialog box. This is another good reason to choose your printer before creating your PageMaker publication. Be sure that your pages are set up so that the printer's print area can accommodate everything on the page.

Printing to disk

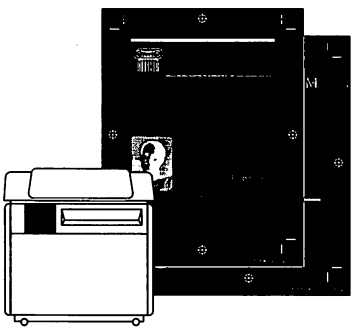
The "Print..." command description details the steps for printing to disk. You can print to disk whenever the printer for your final output is not on the same network as your computer. You can print to a file on your hard disk and copy the file to a disk that you take to a service bureau for printing. You can also send the file to the service bureau over a modem, if you are set up to do that. Ask your service bureau for instructions before you create your publication. The Aldus driver provides the best support for printing to disk. ❦

Commercial printing

Where you take your publication to be printed depends upon cost, the desired quality of the final product, and whether or not you plan to use color. Because a quick-print shop can process a job quickly and sometimes inexpensively, it may be the best choice for a one-color flyer or an announcement. However, large press runs, complex graphics, and color printing require a level of precision generally not possible at a quick-print shop. Color printing and crisp, sharp images can be produced only on a high-resolution imagesetter, which means working with a service bureau and a commercial printer. Discuss these options with your commercial printer so that you can decide which avenue is best before you start.

Commercial printing process

After laying out your text and art in PageMaker, print proofs on a laser printer



Next, print camera-ready negatives or positives to film with an imagesetter

After you review the proof of the publication, the commercial printer makes plates and prints the publication

Finally, the commercial printer trims the pages and, if necessary, folds or binds them

See also

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Preparing your publication for a quick printer

In many cases, pages printed from a desktop laser printer may be all your quick-print shop needs to create the plates needed for printing your publication. For smaller press runs, the quick printer can create paper printing plates from your laser output that will provide the quality you need for a one-color flyer or newsletter. If you decide to create paper printing plates, be sure that you print your copy on paper developed specifically for this purpose.

You can use an inexpensive, standard paper for drafts. When you print the final version of your publication, which the quick printer will use to create plates, use white paper that has a smooth but not glossy finish to make printed characters look as crisp as possible. Use a brand of paper that doesn't stretch much when receiving print. Several brands of paper have been developed specifically for use with laser printers. Ask your paper supplier to recommend one.

Preparing your publication for a commercial printer

For publications that require better quality, color, or a large number of copies, printing to an imagesetter is the best way to produce camera-ready pages for a commercial printer. An imagesetter can produce high-resolution positives or negatives from which your commercial printer can produce either paper or metal plates. Which you choose depends upon the number of copies you need and whether or not you are printing with more than one color.

Ask your commercial printer whether you should print positives or negatives. In cases where the majority of your publication is text, positives can be less expensive and just as effective as negatives. It is more common, however, to print negatives.

Printing to an imagesetter is both expensive and time-consuming, so it is important to consider the requirements of both the service bureau and the commercial printer before you create camera-ready work with PageMaker. Typically, the service bureau creates the film the printer uses to produce the plates to print your pages. It is a good idea to take thumbnails of your publication to the print shop. Your commercial printer can use them to offer advice about using process or spot color and can help you decide which materials, such as paper stock and ink, are appropriate for your job. Also, you should make sure that the service bureau has the fonts you plan to use.

The more complex your publication page, the longer it will take to print on an imagesetter. Since many service bureaus charge by the hour, remember to include this extra time in your budget.

Factors that contribute to extended printing time include:

- TIFF images. The larger the TIFF image and the more levels of gray it has, the longer it will take to print.

- Illustrations that have been defined with a screen that has a high number of lines per inch. Printing illustrations at 150 lines per inch (lpi) will take longer than printing illustrations at 133 lpi or lower.

- A high-resolution setting on the imagesetter. Printing illustrations at 2540 dots per inch (dpi) or more will increase the printing time by as much as four times the normal amount. Unless you need this much resolution, print your publication at 1270 dpi instead.

- Illustrations that include a large number of graduated, radial, or paste-in fills from Aldus Freehand

- Illustrations that include complex "organic" shapes

Before you ask your commercial printer to create printing plates, both of you should carefully inspect your film negatives (or positives) for mistakes and flaws. It is much less expensive to reprint a negative on the imagesetter than to reshoot a printing plate or reprint an entire job at the print shop.

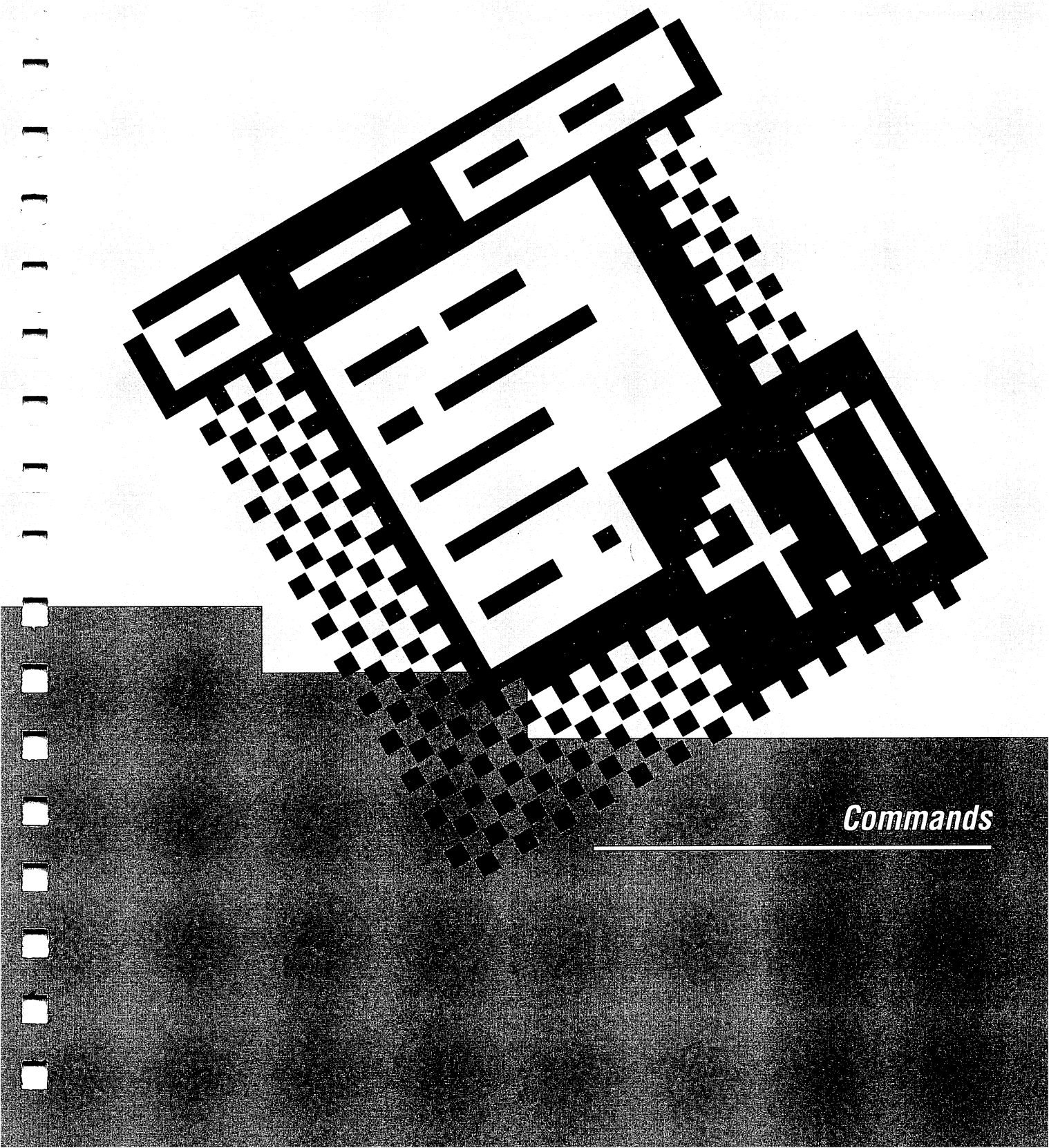
Printing to disk

Your commercial printer may want to create camera-ready images of your publication and may ask you to provide a PostScript file of your publication, which is a description in PostScript of your publication's pages. If so, you can create PostScript files of the pages by printing the publication to disk. PageMaker saves the publication as a PostScript document.

You can also print to disk and use a telecommunications application to send the document to a remote location or service bureau for printing.

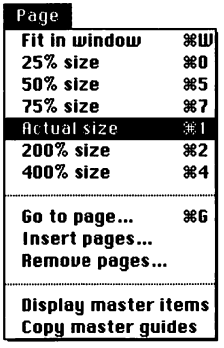
Before you print to disk, decide whether to include Aldus Prep or downloaded fonts with the PostScript document. Aldus Prep is a PostScript dictionary that must be sent to a printer if you want to use the Aldus printer driver with PageMaker. If your commercial printer already has Aldus Prep, do not include it when you print to disk. Without Aldus Prep, your document will be smaller and processing time will be reduced. Similarly, your commercial printer may already have the fonts used in your publication. If so, do not download the fonts when you print to disk.

If possible, have your commercial printer give you a printer description (APD) file that exactly describes the imagesetter to be used. Install it in your Aldus Folder along with your other APD files and choose it from the "Printer" submenu in the "Print to:" dialog box. ❦


Commands

Actual size, X% size, and Fit in window

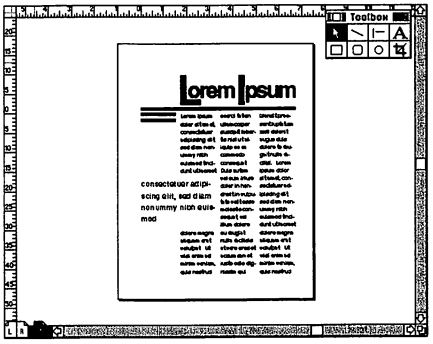
Page menu
Layout view



Use these commands to choose a page display size that best suits your work. A check marks the current display size. All display sizes are proportional to the actual size of the printed publication.

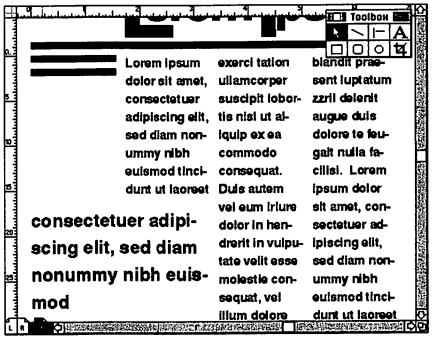
PageMaker opens to the "Fit in window" size, which centers the page(s) and some of the pasteboard in the publication window. To see the complete pasteboard (the "Fit in world" size), hold down the Shift key while you choose "Fit in window" from the menu.

"Fit in window"



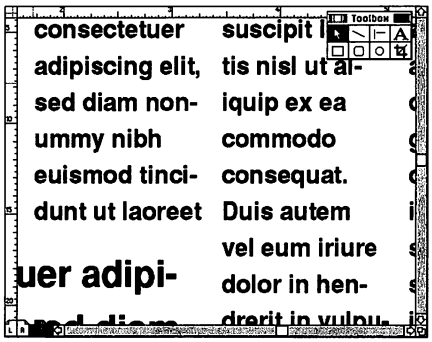
"Fit in window" displays the entire page (or both pages) in the publication window

"Actual size"

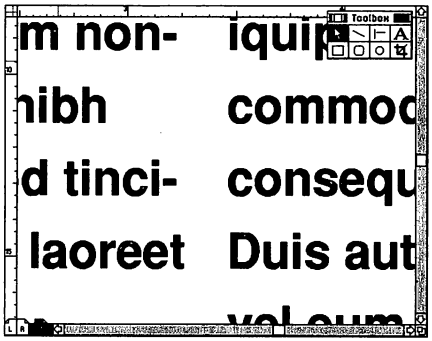


"Actual size" displays the page at the size it will be when printed

"200% size" and "400% size" display the page at two and four times its actual size



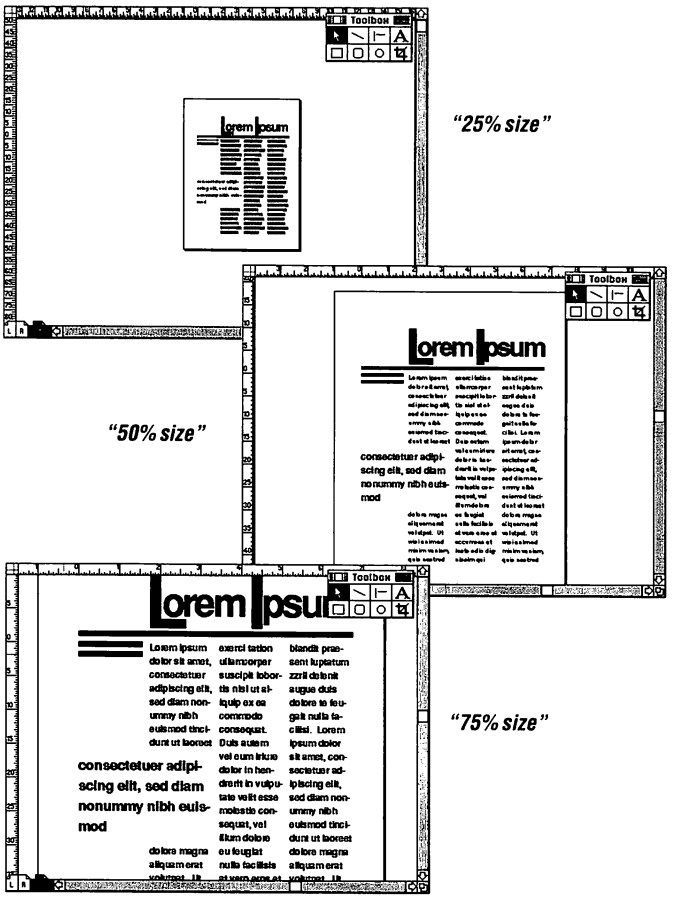
"200% size"



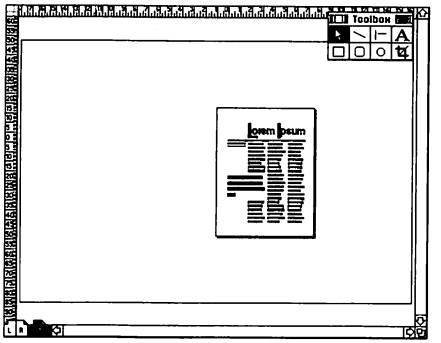
"400% size"

The first time you choose any page display size other than "Fit in window," the window zooms to the center of the page. From then on, when you change from one display size (other than "Fit in window") to another, PageMaker centers the area you are working on in the publication window. When you change from "Fit in window" to another display size, however, PageMaker remembers what was centered in the publication window the last time you used that display size, and centers that again in the publication window. If an item is selected when the page display size is changed, PageMaker centers that item in the publication window in the new display size.

"25% size," "50% size," and "75% size" display the page at the chosen percentage of actual size



"Fit in world"



"Fit in world" displays the complete pasteboard (Shift + "Fit in window")

Tips

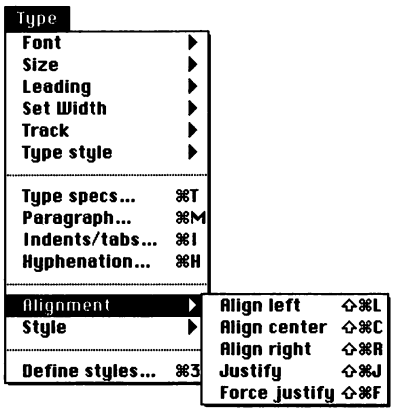
The actual size of the page is usually larger than your computer screen, so the amount of the page you see at any display size depends upon your page size and the size of your screen. At most display sizes, you see only a portion of the page or pasteboard.

The display size you choose depends upon how much detail you want to see and the degree of precision required for the task:

- Choose "Fit in window" or "Fit in world" to see all text, graphics, and guides at once.
- Choose "75% size" or "50% size" to draw rules between columns quickly and precisely.
- Choose "200% size" or "400% size" to position text and graphics accurately.
- Choose "Fit in world" to display all text blocks and graphics that you have moved off the page.

Alignment

Type menu
Layout and story views



Use the "Alignment" command to align or justify selected paragraphs, the next text you type, or any text-only documents you bring into your publication using the "Place..." command.

Choose "Alignment" and one of the commands on the submenu to align selected paragraphs within the width of the text block. You can align text to the left or the right, and can center or justify it. You can also force-justify text to fit a space such as in a headline or the last line of a paragraph.

A check in the submenu indicates the current alignment of selected paragraphs. When you have selected paragraphs that have differing alignments, nothing in the submenu is checked. When no paragraph is selected, the check in the submenu indicates the default. ❦

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.

"Align left"

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.

"Align center"

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.

"Align right"

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.

"Justify"

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam n o n u m m y n i b h .

"Force justify"

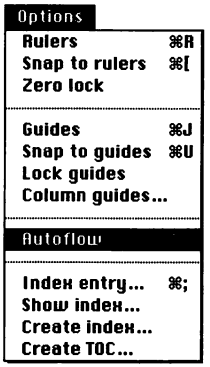
See also

Hyphenation... 174
Paragraph... 208
Spacing between letters, words, and lines of text 71
Track 270

Autoflow

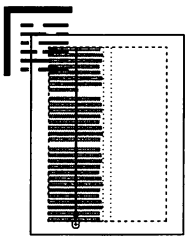
Options menu
Layout view

Use the "Autoflow" command to determine how text is flowed into a publication when you use the "Place..." command from the File menu.

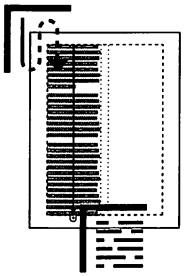


You can flow text using three methods

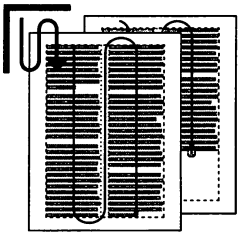
Manual: Text flow stops at bottom of each column.



Semi-automatic: Text flow stops at bottom of each column, but text icon remains loaded, ready to place text.



Automatic: Text flow continues until all text is placed, creating new pages if necessary.



To turn on automatic text flow, choose "Autoflow." PageMaker places a check next to the command in the menu. To place text, move the text icon to where you want to start the text block, and click. Text flows around graphics according to the text-wrap specifications set for each graphic in the publication.

Whenever you have a loaded text icon, you can switch between manual and automatic text flow by pressing the Command key. Press the Shift key to switch to semi-automatic text flow. PageMaker changes the look of the text icon to indicate which method of text flow is active.

PageMaker automatically switches to manual text flow when you:

- Drag-place text
- Place text onto the pasteboard
- Place text from the middle of an existing story

See also

Place... 221
Text wrap... 265

Tip

In general, use "Autoflow" to flow text as a new story or at the end of an existing story.

Book...

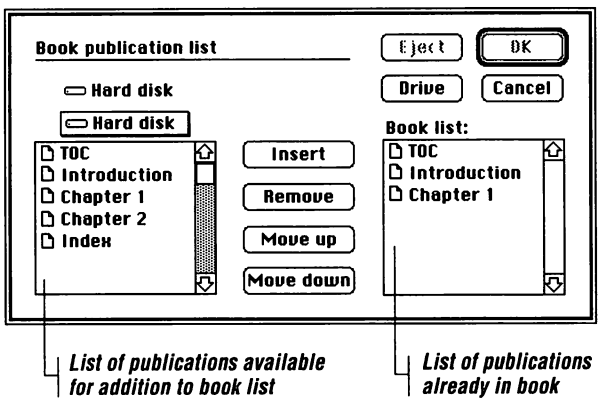
File menu
Layout and story views

Use the "Book..." command to group several PageMaker publications together into a book. From this grouping you can generate a single index or table of contents for all publications in the book list, and can print all the publications to assemble a book.

The "Print...," "Create index...," and "Create TOC..." commands all give you the option of operating on all publications in the book list of the current publication, if the current publication has a book list. If you check the option, PageMaker completes the task for all publications in their order of appearance in the book list.

A publication can be part of more than one book and can consequently appear in more than one book list. A book list appears in only one publication in the book. A logical place to create a book list would be in the table of contents publication because it is unique to that book.

Choose "Book..." from the File menu to display the "Book publication list" dialog box.



Insert: Adds the selected publication on the left to the book list. You can also double-click the publication name in the left list box to add it to the book list.

Remove: Deletes the selected publication on the right from the book list.

Move up/Move down: Moves the selected publication up or down one position in the book list relative to its current position. A publication's position in the book list represents its position in the book, and is significant when you create the table of contents or the index, or when you print publications in a series.

Note: PageMaker does not verify each publication as you add it to the book list. If a publication is missing when you print publications in a series, when you generate the index, or when you create the table of contents, PageMaker alerts you.

See also

Assembling a long document	99
Create index...	145
Create TOC...	148
Creating a table of contents	111
Indexing	102
Print...	230
Printing	115

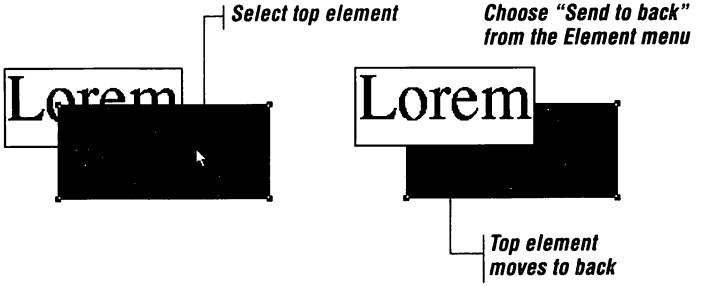
Bring to front/Send to back

Element menu
Layout view

Use the "Bring to front" and "Send to back" commands to change the stacking order of overlapping text and graphics on the page.

Like sheets of paper stacked on a desk, text blocks and graphics form layers on the page. Choose the "Bring to front" command to move the selected text or graphic to the front of everything else on the page. Choose the "Send to back" command to move the selected text or graphic behind everything else.

When you move a text block or a graphic, it is automatically brought to the front. When you move a multiple selection, the selected text and/or graphics retain their stacking order in relation to each other, but the multiple selection is brought to the front of everything else on the page.



Tips

You can display nonprinting ruler and column guides in front of or behind elements on the page by choosing "Preferences..." from the Edit menu and clicking "Front" or "Back" in the "Preferences" dialog box.

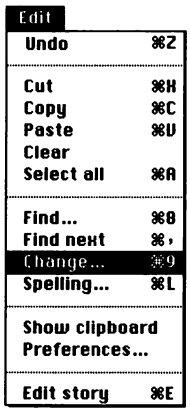
Notice that what you bring to the front may overlap what is behind it. This overlapping allows you to create shadows and other special effects.

See also

Preferences... 227
Working with multiple objects on the page 308

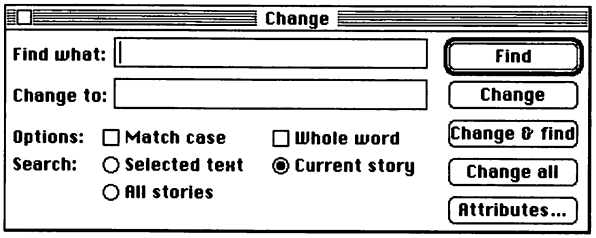
Change...

Edit menu
Story view



Use the "Change..." command to search for and change specified text or specified text-format attributes.

When you choose "Change...," PageMaker displays the "Change" dialog box.



Although you cannot resize it, you can move the "Change" dialog box anywhere in the window and use all menu commands and editing actions while it is displayed. Leave the "Change" dialog box active while you work, and then bring it to the front to continue search activities. To close the "Change" dialog box, click the close box in its upper-left corner.

"Change" dialog box

Find what: Type or paste the text you want to find. If you want to search only for text-format attributes, leave this box blank.

Change to: Type or paste the text you want the existing text changed to. If you are replacing text-format attributes, leave this box blank.

Options: If you check "Match case," PageMaker searches only for the word or words that match the case attributes. For example, a search for "PageMaker" will not find "Pagemaker." If you check "Whole word," PageMaker will disregard the search text if it is embedded within a larger word. For example, if you are searching for "any" as a whole word, PageMaker will disregard "many."

See also

Find.../Find next 167
Story editor 48

Search: Specify whether to search in the selected text range only, the current story, or all stories. If no text is selected, the "Selected text" option is dimmed.

Note: PageMaker does not search for text that was placed as part of a graphic.

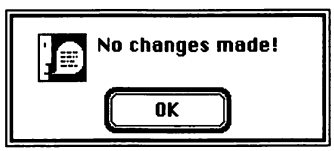
Find: Begins searching for the first occurrence of the text or text-format attributes. How PageMaker searches depends upon the options you selected:

- When searching selected text only, PageMaker starts at the beginning of the selection range and proceeds through the last character selected.
- When searching the current story only, PageMaker begins at the insertion point and proceeds to the end of the story, whereupon PageMaker asks whether or not to continue the search at the beginning of the story; if you click "Yes," PageMaker searches until it reaches the insertion point again.
- When searching all stories, PageMaker starts at the beginning of the publication and proceeds to the end, searching each story in the order in which it was placed.

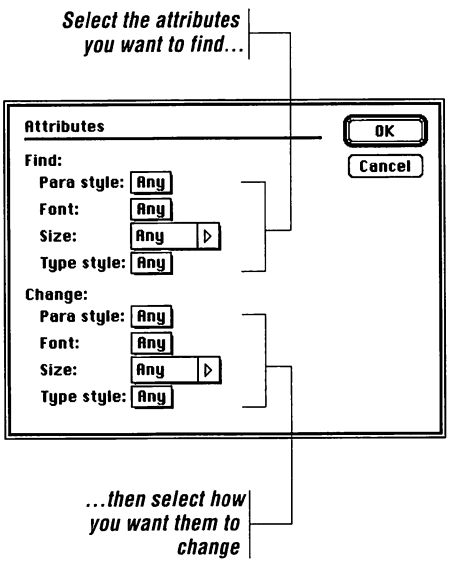
Change: Replaces the "found" text with the "changed" text.

Change & find: Replaces the "found" text with the "changed" text and then searches for the next occurrence.

Change all: Click to search for and replace all occurrences of the "found" text. If there are no substitutions, PageMaker displays an alert.



Attributes...: To search for formatting attributes, click this button to display the "Attributes" dialog box.



"Attributes" dialog box

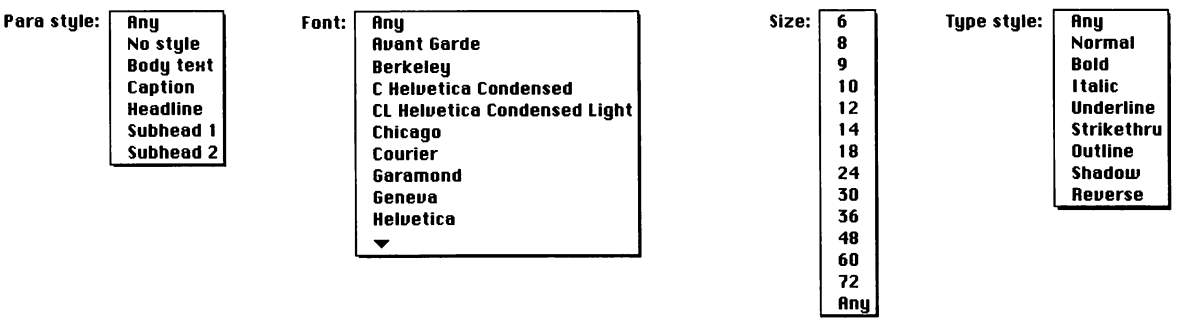
You can choose search attributes from four pop-up menus: "Para style," "Font," "Size," and "Type style." The default is "Any." When you choose "Any" under "Find," PageMaker finds any paragraph style, font, font size, or type style. When you choose "Any" under "Change," PageMaker leaves the paragraph style, font, font size, or type style unchanged. You can selectively change text-format attributes without having to specify those that you aren't changing. For example, to change all italicized text to normal text, choose "Italic" for "Type style" and "Any" for all other attributes under "Find." Then choose "Normal" for "Type style" and "Any" for all the other attributes under "Change."

Tips

Using the question mark (?) as a wildcard character, you can search for words with letters in common. For instance, if you want to search a publication for "Peterson" and "Petersen," enter "Peters?n" in the "Find" field. The question mark represents an unspecified character.

When you need to find characters not ordinarily displayed, such as those for line and paragraph breaks, you can search for special characters. Appendix C provides a complete list of these special characters and instructions for entering them into text and dialog boxes.

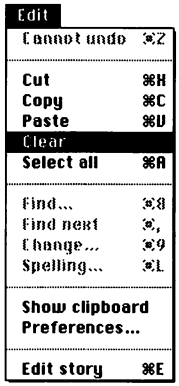
Sample pop-up menus from "Attributes" dialog box



Clear

Edit menu
Layout and story views

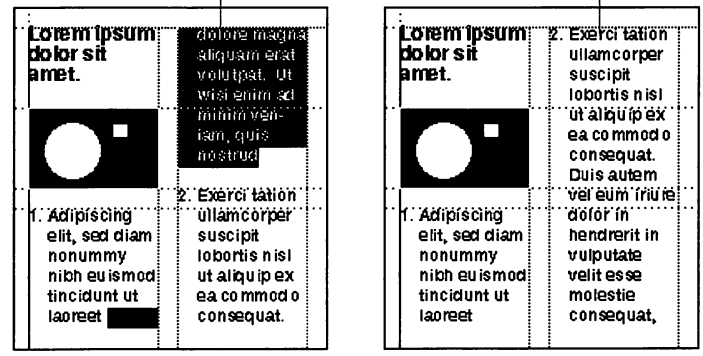
Use the "Clear" command to delete the current selection from your publication without storing it on the Clipboard.



To select and clear text, use the text tool

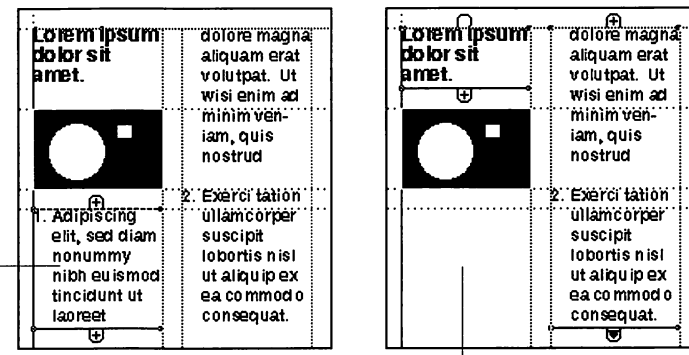
Select text with text tool and choose "Clear" (or press Delete/Backspace)

Selected text within text block is deleted



To select and clear an entire text block, use the arrow tool

Select text block with pointer tool and choose "Clear" (or press Delete/Backspace)



The space on the page remains blank, and the text above and below remains threaded

When you select and clear a graphic that has a text wrap applied to it, the space the graphic occupied is filled with the surrounding text. ❦

See also

Cut 152
Copy 143

Close

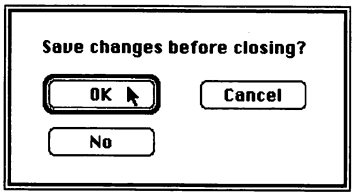
File menu
Layout and story views

Use the "Close" command to close a publication and return to PageMaker's desktop, where you can create a publication, open an existing one, or quit PageMaker.

When you close and reopen a publication, PageMaker displays each page at its previous display size.

If you left any story windows unplaced when you closed a publication, PageMaker restores them when you reopen the publication.

If you have made any changes since you last saved the publication, PageMaker asks if you want to save those changes. You can save them, ignore them, or cancel the "Close" command.



If you want to save your changes but have not yet named your publication, PageMaker responds with the "Save publication as" dialog box.

See also

Save	246
Save as...	247
Quit	241

Close story

Story menu
Story view

Use the "Close story" command to close the story window when you have finished working on a story.

What happens when you choose "Close story" depends on the status of the story:

- When the story is new and unplaced, "Close story" displays an alert in which you choose either to discard the story, place it on the page, or continue editing. If you choose to place the story, PageMaker returns you to layout view with a loaded text icon.

- When the story has already been placed, "Close story" closes the story window and, if no other story windows are open, returns you to layout view. PageMaker automatically reflows the story. If other story windows are open, PageMaker displays the next story window.

Note: Do not confuse "Close story" on the Story menu with the "Close" command on the File menu. Choosing "Close" from the File menu closes the entire publication, including the publication window and any story windows left open, whereas choosing "Close story" from the Story menu closes only the story window.

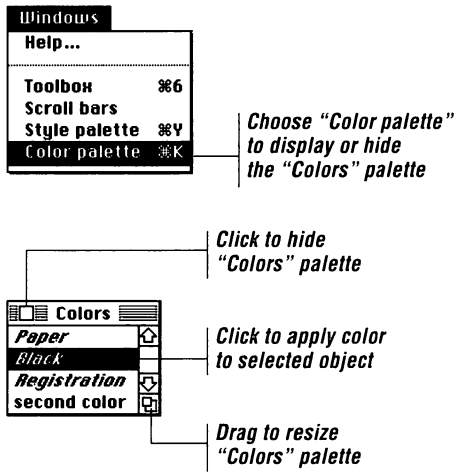
When the current story has been placed, PageMaker displays "Replace" rather than "Place" in the File menu. ❦

See also

New story	204
Place (Replace)	226
Story editor	48

Color palette

Windows menu
Layout and story views



Use the "Color palette" command to display or remove the "Colors" palette from the publication window. This palette is a scrollable window showing an alphabetical list (after "Paper," "Black," and "Registration") of the colors available for your publication's text and graphics. You create the colors for this palette using the "Define colors..." command on the Element menu.

When the "Colors" palette is displayed, the "Color palette" command is checked. To clear the palette from your work area, click the palette's close box or choose "Color palette." The command is then unchecked. To redisplay the palette, choose "Color palette" again.

To apply a color, select the text or graphic you want, then choose a color from the palette. Remember, however, that PageMaker treats each graphic as a single object. Consequently, separate elements of a graphic will not receive separate colors.

Tip

As an alternative to closing the "Colors" palette, move it out of your immediate work area by dragging the title bar, or resize it by dragging the size box. By resizing the palette, you can display more or fewer colors in the scroll box, depending upon how much space you need to work in.

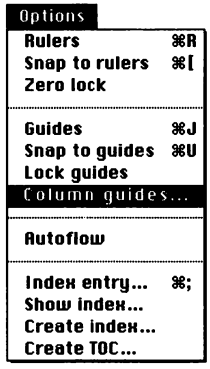
Note: You can apply colors to selected text in story view, but even if you are using a color monitor, the colors do not appear until you return to layout view.

See also

Color in publications 89
Define colors... 154

Column guides...

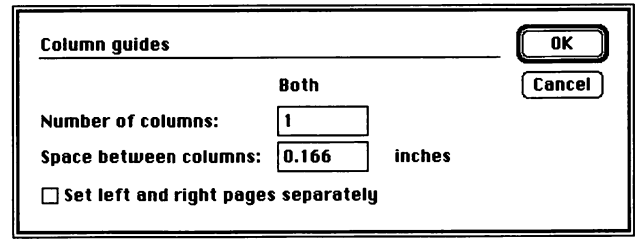
Options menu
Layout view



Use the "Column guides..." command to create as many as 20 columns on a page or to change the existing number of columns on a page.

Every page has at least a single column, which is the area between the margins. When you have more than one column on a page, column guides act as boundaries for text you place. You can also use column guides to help you align text blocks and graphics.

Choose "Column guides..." to display the "Column guides" dialog box.



Number of columns: Specify the number of columns you want on the page.

Space between columns: Specify the amount of space you want between columns. The measurement system shown in the dialog box is the one you chose using the "Preferences..." command. You can enter the space in the measurement system shown, or override it. See "Tips" under the "Preferences..." command description for information on overriding the chosen unit of measure.

Set left and right pages separately: The options you chose in "Page setup..." affect the options you will see here. If you've set up a double-sided publication with facing pages, PageMaker gives you the option of setting the column guides separately for the left and right pages. If you check that option, PageMaker changes the dialog box to include settings for both the left and right pages.

See also

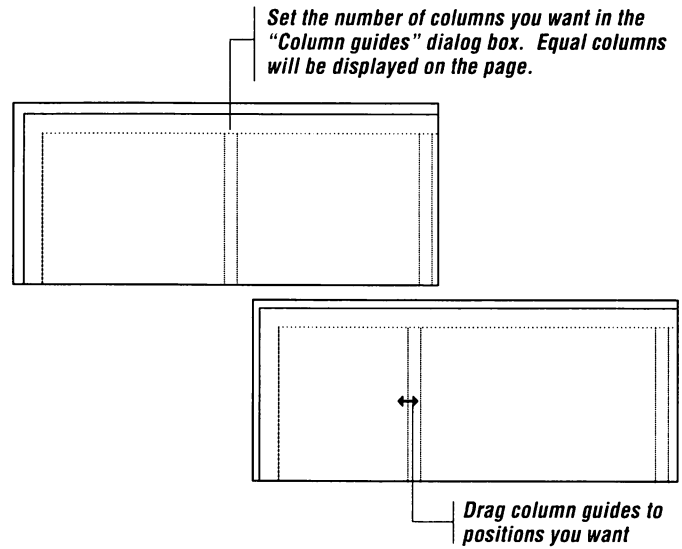
Layout grid 12
Mixing different numbers of columns on a page 299
Snap to guides... 257
Using the zero point to create a layout grid 307

Tips

If all or most of the pages in your publication have the same number of columns, create the column guides on the master pages. Otherwise, set columns for each page separately.

PageMaker automatically creates equal columns that fit between the inside and outside margins. To create unequal columns, drag the column guides to the positions you want.

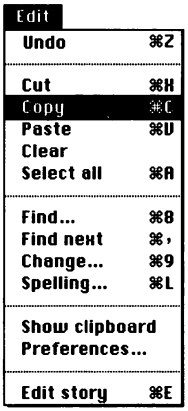
To create unequal columns



If you create unequal columns, the word "Custom" replaces the number you typed for "Number of columns" in the "Column guides" dialog box. ❦

Copy

Edit menu
Layout and story views



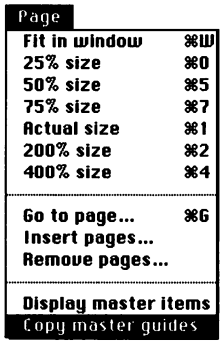
Use the "Copy" command to copy selected text or graphics from your publication and keep them available to paste elsewhere on the same page, on another page, into another publication, or into the Scrapbook. When you copy text or graphics, PageMaker places them on the Clipboard, leaving the originals intact on your page and erasing the previous contents of the Clipboard. ❦

See also

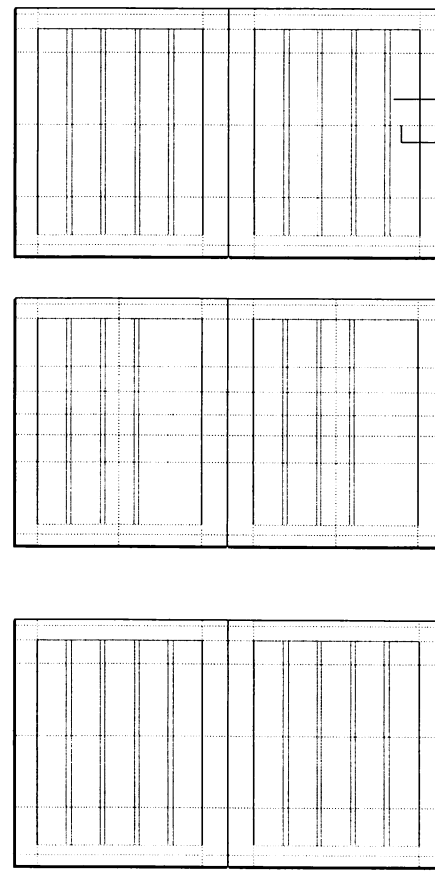
Clear	137
Cut	152
Paste	218

Copy master guides

Page menu
Layout view



Use the "Copy master guides" command to reset any nonprinting master guides on the current page. The command is available only if you have customized the guides on the current page by moving them from their preset positions.



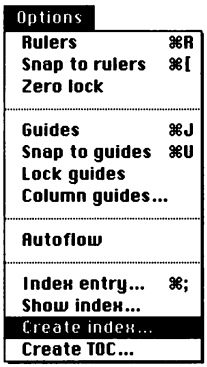
Any guides (including column guides) that you create on a master page are automatically displayed on the regular publication pages. If you adjust the master guides on a regular publication page, PageMaker considers those guides to be customized and no longer displays them as master guides on that page. You can reset them by choosing the "Copy master guides" command. The printing of master items is not affected.

See also

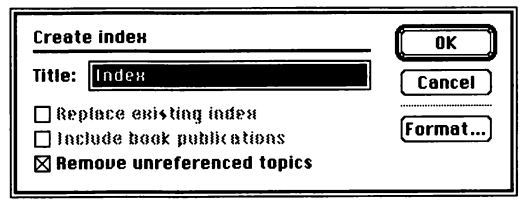
Display master items 160
Layout grid 12
Master pages 6

Create index...

Options menu
Layout and story views



Use the "Create index..." command to generate an index after you have created and edited all the index entries. Create an index for the current publication or for all publications in the current publication's book list. When you choose "Create index..." from the Options menu, PageMaker displays the "Create index" dialog box.



Title: You can type a title for the index using as many as 30 characters. The default title is "Index." If you leave this box blank, your index will have no title.

Replace existing index: When this option is checked, the index you are creating now will replace an existing index (or the most recent index, if you have more than one). The default state is checked. Uncheck the option to retain the existing index. The option is dimmed and unchecked if this is the first index.

Include book publications: Check this option when you want the index to cover all publications in the book list. When the option is unchecked, the index covers only the current publication. The option is dimmed and unchecked if the current publication does not contain a book publication list.

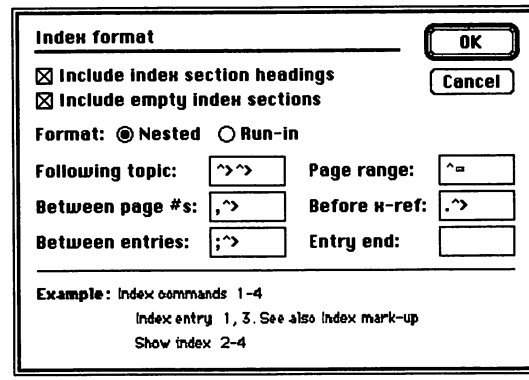
Remove unreferenced topics: When this option is checked, index topics imported from other publications that are not used as entries or cross-references in the current publication are removed. Also removed are index topics from the current publication whose references have been deleted. The default for this option is checked.

Format...: Displays the "Index format" dialog box.

See also

Book... 132
Index entry... 183
Indexing 102
Show index... 253

"Index format" dialog box



Format: Click either the "Nested" or "Run-in" button. The index example at the bottom of the dialog box illustrates the current choice.

Include section headings: When this option is checked, section headings (A, B, C, etc.) are included at the beginning of each alphabetical section. When the option is unchecked, the headings are eliminated. However, appropriate spacing between alphabetical sections is retained. The default state is checked.

Include empty index sections: Check this option to have all 27 sections (A through Z plus Symbol) included in your index whether or not they contain any entries. Empty sections will contain the the phrase "no entries."

Following topic: Type the character(s) you want to separate the entry from the first page number. The default is two en spaces.

Between page #s: Type the character(s) you want to separate multiple page references for a single entry. The default is a comma and an en space.

Between entries: Type the character(s) you want to separate secondary entries in a run-in format or in multiple cross-reference entries. The default is a semicolon and an en space. To enter

characters after each secondary entry in a nested format, use the "Entry end" edit box.

Page range: Type the character(s) you want to separate the beginning and ending page numbers in a range. The default is an en dash.

Before x-ref: Type the character(s) you want to separate an index entry and a cross-reference entry. The default is a period and an en space.

Entry end: For a run-in format, type the character(s) you want to follow the last reference to the topic. For a nested format, type the character(s) you want to follow every entry that has a reference. The default is no character.

Click "OK" in the "Create index" dialog box to begin generating the index.

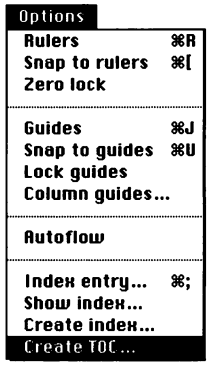
Depending upon the view from which you generated the index, when the index is complete, PageMaker either:

- Gives you a loaded text icon so you can flow the index in layout view
- Replaces the existing index and moves you directly to the first page of the new index in layout view
- Opens a new story window for the new index in story view
- Updates the index story window and moves you to the beginning in story view

PageMaker assigns styles to the title, the section headings, and the topic references. If these styles do not exist in the current publication's style sheet, they will be created at the time of index creation. The index styles are: Index title, Index section, Index level 1, Index level 2, Index level 3, and Index run-in. You can revise these as you would any other styles in your publication. However, if you rename the styles, PageMaker will not reuse the renamed styles if you regenerate the index.

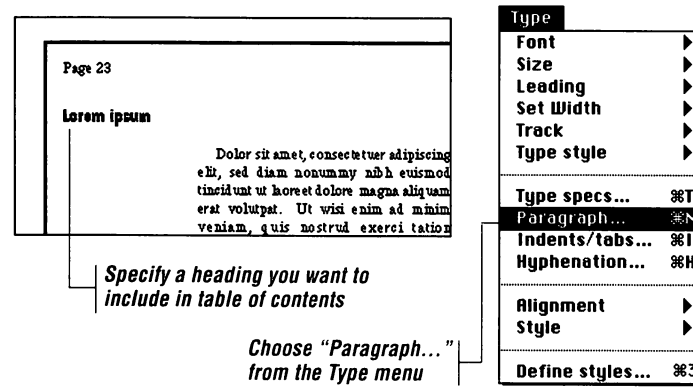
Create TOC...

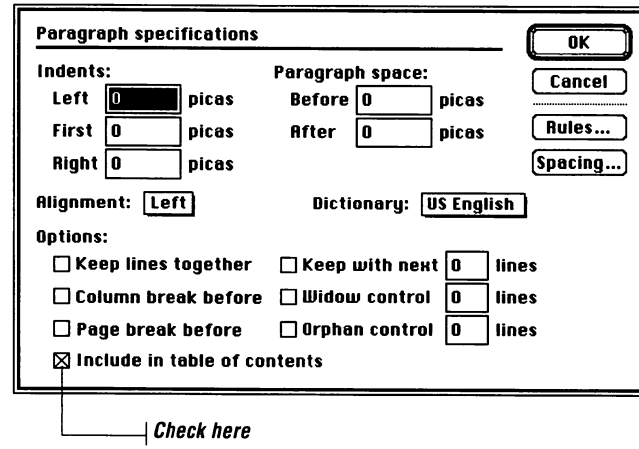
Options menu
Layout and story view



Use the "Create TOC..." command to generate a table of contents for a single publication or for all the publications in your book list. The table of contents becomes a new story that you can then edit and place in your publication. You can place the table of contents that you create into an existing publication or create a new publication just for the table of contents. If you place a table of contents into a publication you may need to add several pages to that publication.

To add a heading paragraph to the table of contents



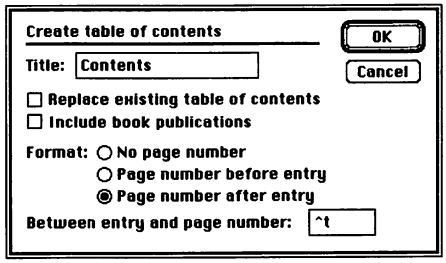


See also

Book...	132
Creating a table of contents	111
Insert pages...	187
New...	200
Paragraph...	208
Paste	218
Story editor	48

Choose "Create TOC..." as the second part of the two-step process of generating a table of contents. The first part of the process is to specify which heading paragraphs you want included in the table of contents by checking "Include in table of contents" in the "Paragraph specifications" dialog box while you are defining heading paragraph styles.

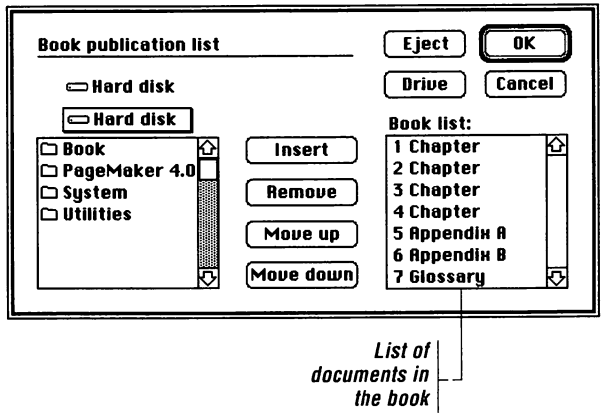
If you want to generate a table of contents for all the publications in a book, use the "Book..." command from the File menu to create a book list of those publications. If that book list already exists, make sure it is up to date. Choose "Book..." from the File menu, and build a book list of the publications to be included in the table of contents. Then choose "Create TOC..."



When you choose "Create TOC..," PageMaker displays the "Create table of contents" dialog box, which contains the following options:

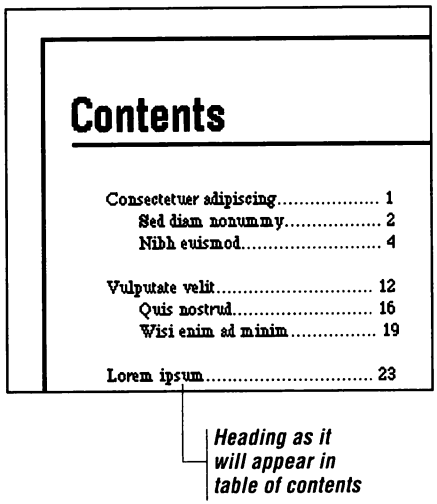
Title: You can give the table of contents a title using as many as 30 characters. The default title is "Contents," but no title is required.

Replace existing table of contents: This option is available only if the publication already has a table of contents. When available, the option is automatically checked so that the new table of contents will overwrite the previous one. You may want to uncheck this option if you need to compare the two versions. Remember, there is only one current table of contents. Earlier versions are replaced (with this option), or become just text blocks with no attribute as a table of contents.



Include book publications: This option is available only if the publication is included in a book list. If there is a book list, the option is automatically checked so that PageMaker will generate a single table of contents for all publications in the book. If you want to review a table of contents for a single publication only, uncheck this option.

Format: PageMaker automatically includes page numbers for table of contents entries unless you select the "No page number" option. If page numbers are included, they appear after the entries, unless you select the "Page number before entry" option.



Between entry and page number: This formatting option, which is not available when "No page number" is selected, lets you format the space between a table of contents heading and its corresponding page number. You can enter as many as seven characters in this edit box. The default, "^t" (tab), inserts a tab with dot leaders. The tab defaults to the position of the first tab in the original paragraph style of the entry. To change the tab for the table of contents, use the "Define styles..." command for the TOC paragraph style.

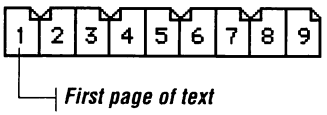
Note: Other special characters like "^t" are available for formatting the space between a TOC entry and its page number. For a complete list of these characters, see Appendix C.

When you click "OK" in the "Create table of contents" dialog box, PageMaker searches for the paragraphs marked for inclusion in the table of contents, then compiles a table of contents story and loads it into a text icon for you to flow as you would any other text. If you create the table of contents from the story editor, PageMaker opens a story window for your new table of contents. You can edit the table of contents as you would any other text. However, to avoid spending time editing a table of contents that will later be replaced, save extensive editing for the final version.

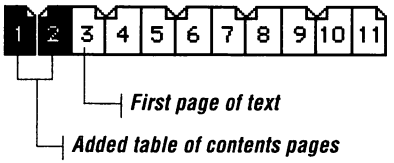
PageMaker creates paragraph styles for table of contents entries, provided the entries already had styles associated with them. The TOC style name is based on the original paragraph style name of the entry, with "TOC" preceding it. For example, if the style "Headline" is included in the table of contents, all "Headline" table of contents entries will have the style "TOC Headline." The font for TOC styles always defaults to Times Roman. The font size and type style (bold, italic, and so on) are the same as those of the original paragraph style. The "TOC Title" style is automatically generated if the table of contents has a title and is not based on any style.

You can edit these TOC paragraph styles as you would any others, but do not change the style names. PageMaker will only reuse the edited styles if you retain the PageMaker-generated names (the name of the original style preceded by "TOC"). Each time you regenerate a table of contents, PageMaker searches for these style name. If you change them, PageMaker will not be able to find the correct styles and will again give each entry a style based on the original style name and preceded by "TOC." The same is true if you copy styles from another publication for table of contents entries. In order to retain any custom styles for your table of contents, you must use the style names PageMaker uses.

Publication before generating table of contents



Publication after generating table of contents



Tips

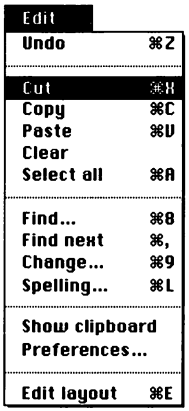
Because any changes you make to your publication can affect page numbering, keep the table of contents up to date by creating a new version at each significant milestone in your publication's development.

If you want to place the table of contents at the beginning of the current publication, you must reserve sufficient pages for it before you generate it so that the page numbering will be accurate. Move to the first page of your publication, and choose "Insert pages... " from the Page menu. Add enough pages before the current page to accommodate the table of contents. Then generate the table of contents, and place it on the reserved pages. Be aware, however, that if you place the table of contents at the beginning of the publication, the body of your publication will not begin on page 1.

You can create a separate publication for your table of contents by using the "New..." command from the File menu. In the table of contents publication, choose "Book..." from the File menu, and build a book list of the publications to be included in the table of contents.

Cut

Edit menu
Layout and story views

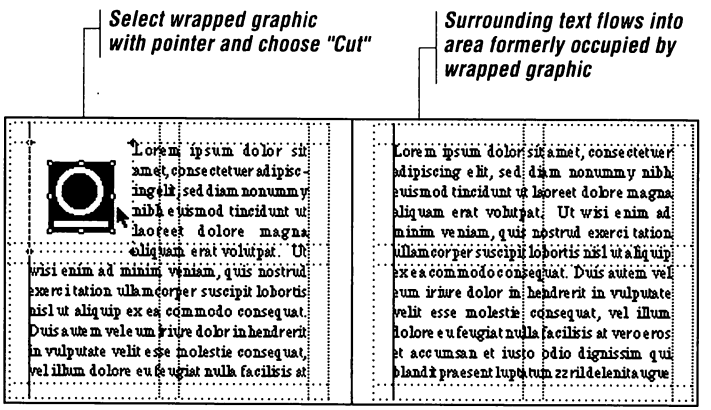


Use the "Cut" command to delete selected text or graphics from your publication and keep them available to paste elsewhere on the same page, on another page, into another publication, or into the Scrapbook. When you cut selected text or graphics from your publication, PageMaker places those items on the Clipboard, erasing its previous contents.

To select an independent graphic to be cut, use the pointer. To select text or an inline graphic, use either the pointer or the text tool, keeping in mind the following guidelines:

- Use the pointer to select an entire text block, keeping its type specifications and line length.
- Use the text tool to select a range of text, keeping its type specifications but not its line length.

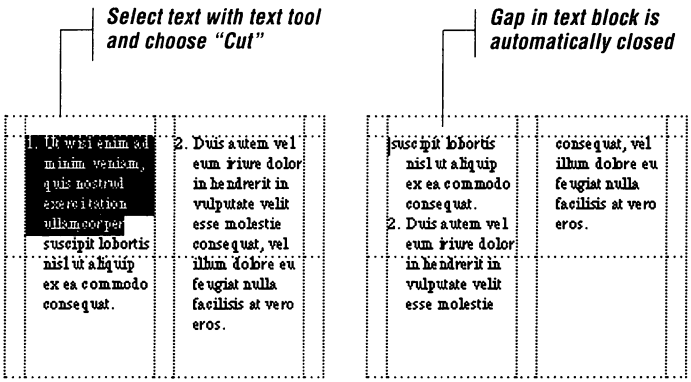
Cutting a graphic



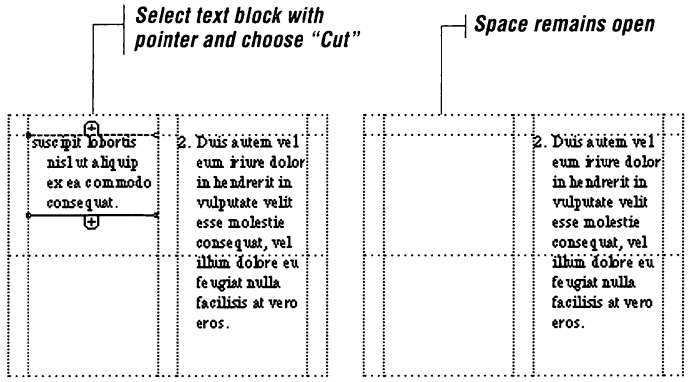
See also

Clear	137
Copy	143
Paste	218
Text wrap...	265

Cutting text with the text tool



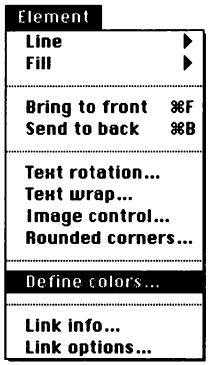
Cutting text with the pointer



When you cut an entire text block from a page, the space that was occupied by the block remains blank. When you cut only part of the text from the text block, however, PageMaker automatically closes the gap. When you cut an inline graphic or an independent graphic with text wrapped around it, the space it occupied is filled with the surrounding text. ❦

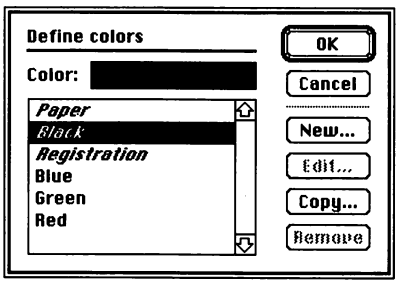
Define colors...

Element menu
Layout view



Use the "Define colors..." command to create colors that you can apply to text and graphics. When you choose "Define colors...," PageMaker displays the "Define colors" dialog box.

"Define colors" dialog box

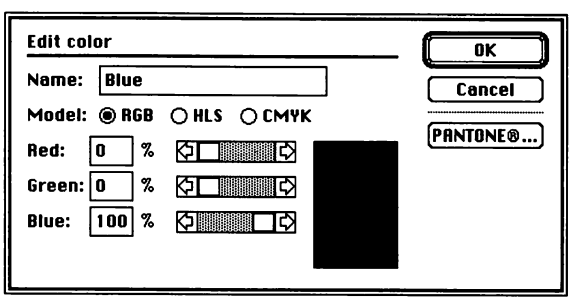


New.../Edit...: Click to define a new color or to modify an existing one. When you click the "New..." or "Edit..." button, PageMaker displays the "Edit color" dialog box.

Copy...: Click to display the "Copy colors" dialog box.

Remove: Click to delete the color selected in the list box. If the deleted color has been applied to text or graphics, PageMaker gives you a warning, and changes the color of the text or graphic to black.

"Edit color" dialog box



See also

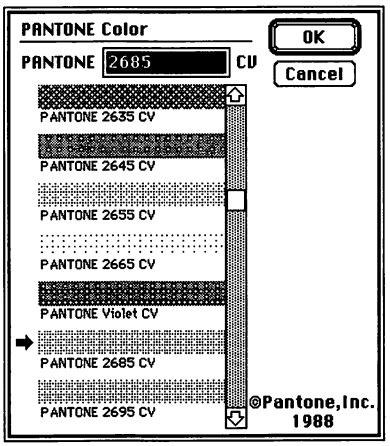
Color in publications 89

Name: Type a name for the new color or edit an existing color's name.

Model: If you are defining a new color, choose one of the color models and either adjust one of the color value scroll bars or enter a percentage for the color value you want. Percentages range from 0% to 100% for all color values except "Hue" in the HLS model, which is measured in degrees from 0° to 359°. You cannot edit "Black" or "Registration."

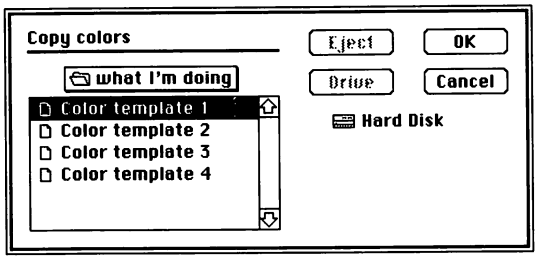
PANTONE®...: Click to display the "PANTONE Color" dialog box.

"PANTONE Color" dialog box



The PANTONE MATCHING SYSTEM standardizes the way designers, ink manufacturers, and commercial printers specify colors. If you want to select a specific PANTONE Color, use the scroll bar on the right to display the color you want. Click the color, and then click "OK." A black arrow identifies the chosen color. You can also double-click the color to choose it and return to the "Edit color" dialog box. If you know the PANTONE Number, you can enter it in the "PANTONE Color" edit box.

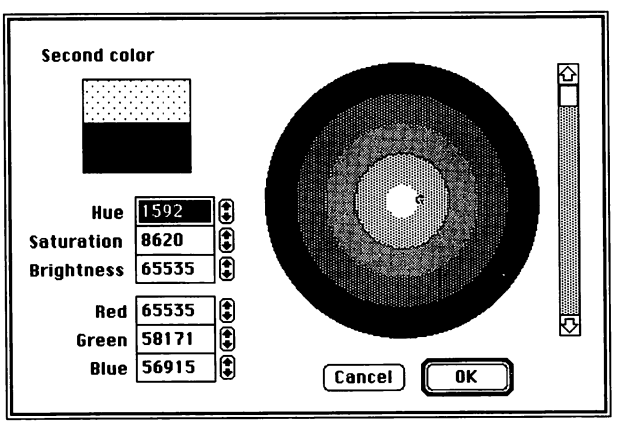
"Copy colors" dialog box



To copy the colors from another publication or template, use the publication list in the "Copy colors" dialog box. Select the publication or template whose colors you want to copy, then click "OK."

Tips

If you are using a Macintosh II, you can modify existing colors using the Apple color wheel. To display the color wheel, hold down the Shift key when you click "Edit..." Color components are numbered from 0 (low intensity) to 65555 (high intensity).

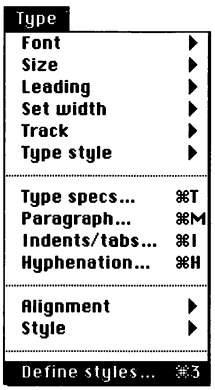


For a shortcut to the "Edit color" dialog box, hold down the Command key and click the color in the "Colors" palette.

To define a new color, hold down the Command key and click "Black" or "Registration" in the "Colors" palette.

Define styles...

Type menu
Layout and story views



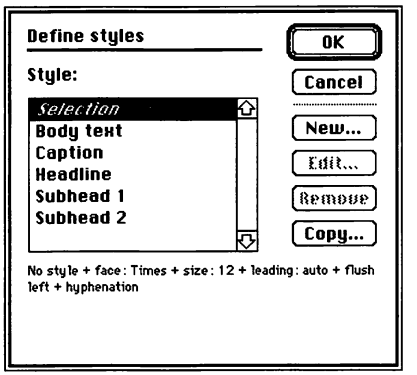
Use the "Define styles..." command to create, edit, remove, and copy paragraph styles for use in formatting text. This command opens a dialog box that provides pathways to a variety of other dialog boxes for working with styles.

You can add new styles to a publication's style sheet by:

- Defining styles from scratch
- Basing a new style's definition on one of the current publication's existing styles
- Copying an existing style sheet from another publication
- Importing the styles used in the word-processed document you are placing in your publication

You can add new styles to your publication's style sheet at any time while you are building your publication. Once you have added a new style to the style sheet, that style appears in the "Styles" palette, the "Define styles" dialog box, and the "Style" submenu.

When you choose "Define styles...," PageMaker displays the "Define styles" dialog box.



See also

Formatting text with styles and style sheets 57
Hyphenation... 174
Indents/tabs... 180
Paragraph... 208
Replacing text 303
Style 262
Style palette 263
Type specs... 272

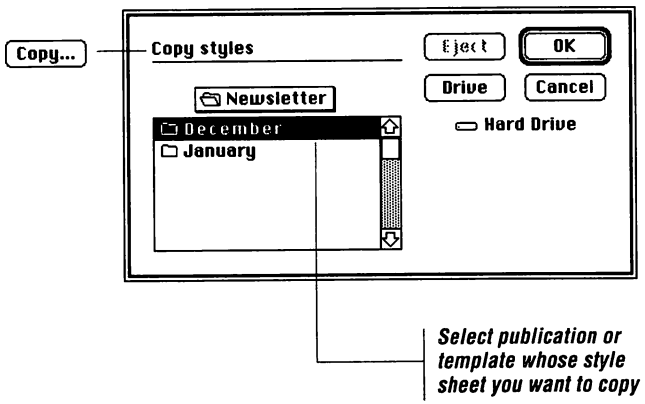
"Define styles" dialog box

Style: Use this list to browse through the existing styles for your publication and to select one as the basis for editing or creating a style. At a minimum, PageMaker initially supplies these styles: "Body text," "Caption," "Headline," "Subhead 1," and "Subhead 2."

New.../Edit...: Clicking either of these buttons displays the "Edit style" dialog box, which you use to create a style or edit an existing style.

Remove: Deletes the style selected in the list box. Any paragraphs in your publication that were formatted with the deleted style retain their formatting, but the style assigned to them is "No style." Styles based on the deleted style become based on "No style."

From the "Define styles" dialog box, click...

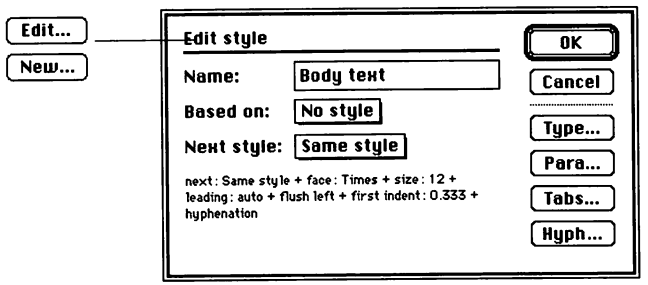


Copy...: Displays the "Copy styles" dialog box for copying the style sheet from another PageMaker publication or template.

"Copy styles" dialog box

In this dialog box you can locate and select the publication or template whose style sheet you want to copy. PageMaker copies the style sheet to your current publication, adding new style names to the "Style" list box in the "Define styles" dialog box and to the publication's "Styles" palette. If an existing style shares the same name as the style you are copying, PageMaker asks you if you want to replace the old style with the new one.

From the "Define styles" dialog box, click...



"Edit style" dialog box

Name: Type the name you want for the new style. If you are editing an existing style, the name appears in the edit box.

Based on: To use an existing style's attributes as a basis for a new style, choose the existing style from the pop-up menu.

Next style: To ensure that the style you are defining or editing will always be followed by a specific style, choose a style from the pop-up menu. For example, if you have typed a paragraph under the current style and pressed Return to begin a new paragraph, "Next style" is automatically applied as the style of the new paragraph. PageMaker also imports "Next style" from Microsoft Word style sheets.

Type.../Para.../Tabs.../Hyph...: Click one of these command buttons to display the corresponding dialog box. Use dialog box options to define a format for each style. You can find detailed information about these dialog boxes in the corresponding command descriptions.

Tips

To go directly to the "Edit style" dialog box and create a new style, hold down the Command key and choose "No style" from the "Styles" palette.

To edit an existing style, hold down the Command key and click the style name.

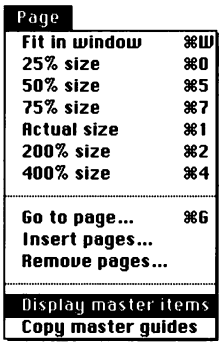
To create a style based on an existing style, select the existing style name in the "Define styles" dialog box before you click the "New..." button. PageMaker displays that style name in the "Based on" edit box in the "Edit style" dialog box.

To base a style on the attributes of a paragraph that has not been formatted with a style, either position the insertion point in the paragraph or select the paragraph with the text tool. Then, in the "Define styles" dialog box, select "Selection" in the list box and click the "New..." button. PageMaker will base your new style on the format of the selected paragraph.

When the style sheet you want to use for your publication is contained in the word-processed document that you will be importing and placing, simply select "Retain format" in the "Place" dialog box, and PageMaker will automatically add the imported style names to your publication. When an imported style name is the same as an existing style name in your new publication's style sheet, PageMaker applies your publication's style definition to the imported text.

Display master items

Page menu
Layout view



Use the "Display master items" command to display on the current page all text and graphics from the master page. When you turn on the option, the command is checked. Nonprinting ruler and column guides from the master page always remain on the regular page and are not affected by "Display master items."

Tip

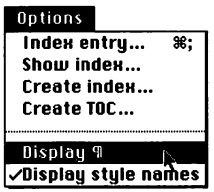
You can turn the display of master page items on or off depending upon whether or not you want those items to be printed on a particular page. For example, if most of your pages contain text, you may want to print rules between columns. But if you have graphics that spread across the columns on several pages, you probably do not want the master page rules to appear on those pages. Choose the command when checked to turn it off.

See also

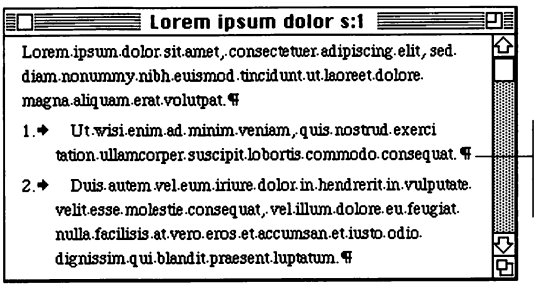
Copy master guides 144
Master pages 6

Display ¶

Options menu
Story view



Use the "Display ¶" command to show or hide special characters in story view. Special characters include: normal space, em space, en space, fixed space, tab, hard return, line end, page numbers, and index markers. The default is to hide special characters. The option is on when "Display ¶" is checked on the Options menu.



Sample special characters

Special character	What it looks like	Key combination
Normal space	(raised period)	Spacebar
Tab character	→	Tab
Return	¶	Return
Page number	#	Command+Option+p
Index marker	◆	Command+semicolon

Tip

You can search for and replace special characters using the "Find" and "Change" dialog boxes.

See also

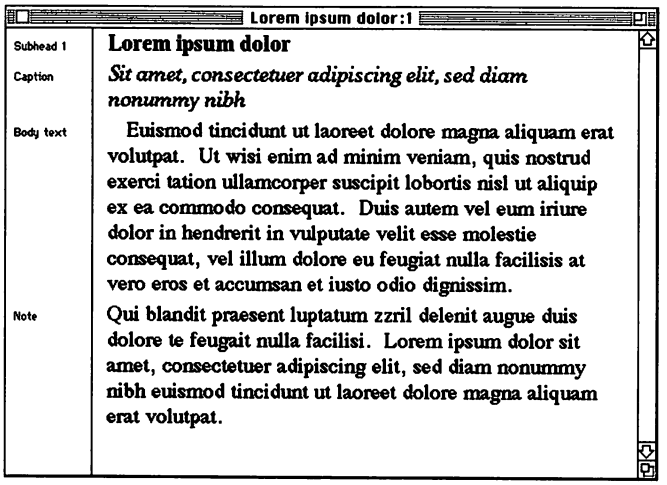
Appendix C	322
Change...	134
Find.../Find next	167

Display style names

Options menu
Story view

Use the "Display style names" command to show or hide a sidebar in the left margin of a story window. This sidebar contains the style names associated with each paragraph and is displayed when the command is checked. By clicking a style name in the sidebar, you can select the corresponding paragraph.

Story window with sidebar displayed



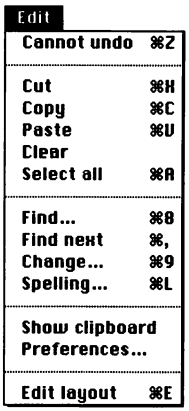
The width of the sidebar is one inch. You can hide the sidebar by choosing "Display style names" again. ❦

See also

Define styles... 157
Story editor 48

Edit story/Edit layout

Edit menu
Layout and story views

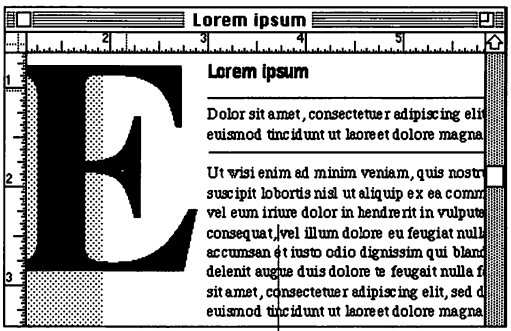


To switch between story and layout views, use the "Edit story/ Edit layout" command. The command displayed on the menu depends upon the current view. Windows that are not active for the current view are dimmed.

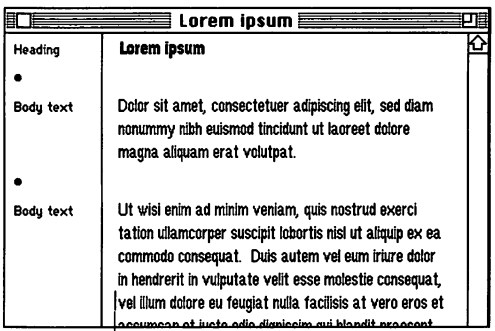
As you move from layout view to story view, PageMaker repositions you within your work.

- When you choose "Edit story" from layout view with a text block selected using the pointer tool, PageMaker places you in story view with the top of the selected text block at the top of the story window and with the cursor positioned at the first character.

- When you choose "Edit story" from layout view with an insertion point in a story, PageMaker places you in story view with the cursor at the insertion point in the same story.



Choose "Edit story" from layout view with an insertion point in a story



PageMaker places you in story view at the same location in that story

- When you choose "Edit story" from layout view with no story selected, PageMaker creates a new story and opens an empty (new story) window.

When you choose "Edit layout" from story view, PageMaker returns you to layout view without closing any story windows. The insertion point remains where it was when you were last in layout view. ❦

See also

Close story	139
Replacing text	303
Story editor	48

Export...

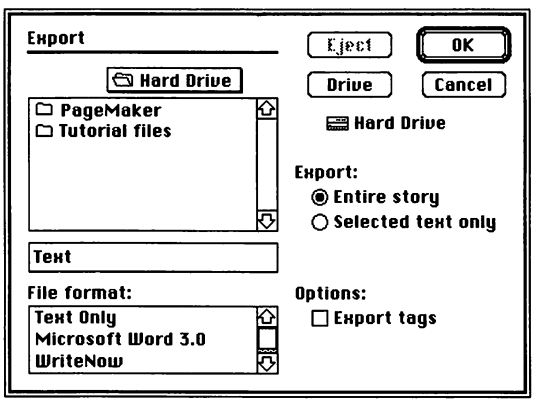
File menu
Layout and story views

Use the "Export..." command to save text from your publication for use outside of PageMaker, either as a text-only or word-processed document. The "Export..." command is available when you have positioned the insertion point in a text block or have selected text using the text tool.

Choose "Export..." to display the "Export" dialog box.

When you export a story that is linked to an external file, the external file name appears in the edit box as the default export destination. To export to another file, type a different name in the edit box.

When you export a story that is not linked to an external file, the edit box is empty. Give the export file a name by typing it into the edit box.



File format: Choose the format you want for the exported text. The formats listed are used by application export filters, which retain the type specifications, indents, and tabs shown in PageMaker. The line length is the default specified by your word-processing program. If the word-processing program you want the text saved to is not listed, select "Text Only" to save the text without formatting.

See also

Importing and exporting text and graphics 26
Linking text and graphics files to your publication 41

Export: The "Entire story" option is automatically selected when you place an insertion point in the story. The "Selected text only" option is automatically selected when text is selected; however, you can select "Entire story."

Options: The default for the "Export tags" option is unchecked. To add the PageMaker style names to the export file, check this option.

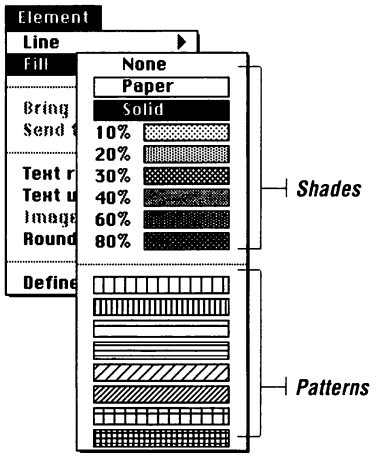
Tips

In general, word-processing formats not used by PageMaker are not restored when you export the story. Therefore, you may prefer to export the story as a new file under a different name rather than replace your existing word-processed document.

Each story in a publication must be exported to a separate document file.

Fill

Element menu
Layout view



Using the "Fill" command, you can specify whether you want to fill a shape with a shade, from transparent to solid, or with a pattern.

Shades are grouped in the top part of the "Fill" submenu and patterns are grouped at the bottom. If you choose "Fill" when you have a shape selected, its fill is checked on the submenu. If you choose "Fill" when you have several shapes of varying fills and patterns selected, no check appears on the submenu. To change a fill or pattern default, choose a fill or pattern when no shape is selected.

The shades marked 10%, 20%, 30%, 40%, 60%, and 80% are shades of gray specified as percentages of solid black. "Paper" is white in most cases, although you can specify a color using the "Define colors..." command from the Element menu.

With the exception of "None," all the fills on the "Fill" submenu are opaque and will obscure anything behind them.

The printed resolution of any shade pattern depends upon the resolution of your printer. The higher the resolution of your printer, the finer the pattern will be.

Tip

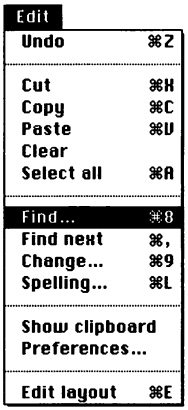
To draw a shape that is transparent inside a border—for example, a border to frame a graphic or headline—choose "None" as its fill. But if, when "None" is the chosen fill, you choose "None" for the line width, you will not be able to see the shape. Only make this choice if, for instance, you want to create a blank placeholder.

See also

Drawing tools 87
Line 190
Working with independent and inline graphics 80

Find.../ Find next

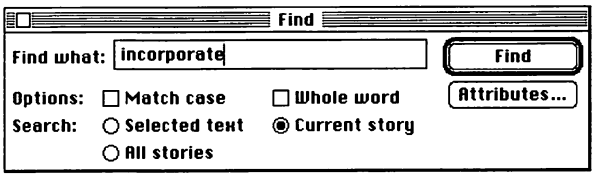
Edit menu
Story view



Use the "Find..." command to search for text or for type attributes such as font or style. You can search in the currently selected range of text, in the current story, or in all the stories in your publication.

When you choose "Find...," PageMaker displays the "Find" dialog box.

The "Find" dialog box



Find what: You can type or paste the text you want to find. If you are searching for type attributes only, leave this box blank.

Options: Check if you want to search for matching case and/or whole words.

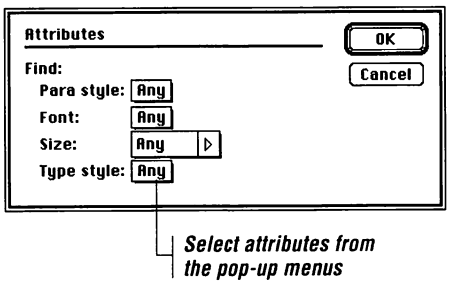
Search: Select whether to search only the selected text range, the current story, or all stories in the publication. When no text is selected, the "Selected text" option is dimmed.

Find: Click to search for the first occurrence of the text or attributes you want to find. Once PageMaker has found the first occurrence, this button changes to "Find next," and "Find next" becomes available on the Edit menu. How PageMaker conducts the search depends upon what you are searching for:

- When searching selected text only, PageMaker starts at the beginning of the selection range and proceeds to the last character selected.

See also

Change... 134
Story editor 48



- When searching the current story, PageMaker starts at the insertion point and proceeds to the end of the story. Then PageMaker asks whether or not to continue the search from the beginning of the story. If you click "Yes," PageMaker searches until it reaches the insertion point again.

- When searching all stories, PageMaker starts at the beginning of the publication and proceeds to the end, searching each story in the order it was placed in the publication.

Attributes...: Displays the "Attributes" dialog box.

Note: You cannot search for text that was placed as part of a graphic.

The "Attributes" dialog box

This dialog box displays four pop-up menus—"Para style," "Font," "Size," and "Type style"—that you use to select the format attributes you want to search for.

Tips

Although you cannot resize the "Find" dialog box, you can move it anywhere in the window and still use all menu commands and editing actions while it is displayed. You can leave the "Find" dialog box active while you work, and then bring it to the front to continue a search. To close the "Find" dialog box, click the close box in its upper-left corner.

Using the question mark (?) as a wildcard, you can search for words with letters in common, entering a question mark for each letter that might vary. For example, to search a publication for "Peterson" and "Petersen," enter "Peters?n" in the "Find what" field.

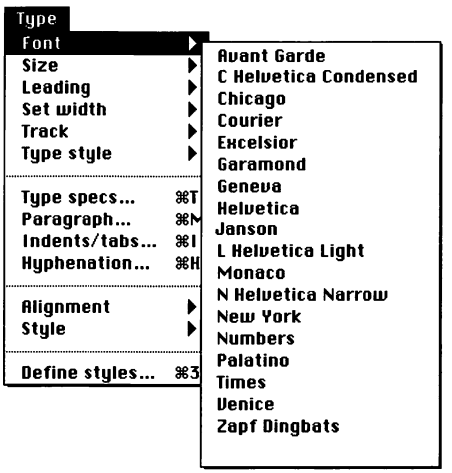
When you need to find characters not ordinarily displayed, such as those for line and paragraph breaks, you can search for special characters. (See the table to the left and Appendix C for a complete list of these characters and methods for typing them into dialog boxes and text.)

Special characters

To find	Type
Paragraph end (Return)	^p
Line end (Shift + Return)	^n
Tab	^t
Soft (optional) hyphen	^-
Nonbreaking space	^s
Caret	^^
Unspecified character	?
Question mark	^?
Any space or tab	^w
Thin space	^<
En space	^>
Em space	^m
En dash	^=
Em dash	^_
Nonbreaking hyphen	^~
Computer-inserted hyphen	^c
Copyright symbol (©)	Option + G
Trademark symbol (™)	Option + 2
Registered trademark symbol (®)	Option + R

Font

Type menu
Layout and story views



Use the "Font" command to change the font of selected text or, if none is selected, of the next text you type.

A font is an assortment of characters for a particular typeface. Fonts come in a variety of sizes (e.g., from 9 to 24 points) and styles (normal, bold, italic, and so on). Typically, you use the "Font," "Size," and "Style" commands to specify a set of attributes for the text in your publication.

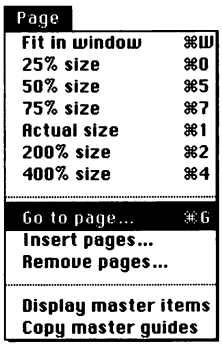
Using the "Font" command is the same as choosing "Type specs..." from the Type menu and clicking the "Font" option in the "Type specifications" dialog box. When you choose "Font," PageMaker displays a submenu that contains the names of the fonts available on your system.

See also

Fonts	65
Size	256
Style	262
Type specs...	272

Go to page...

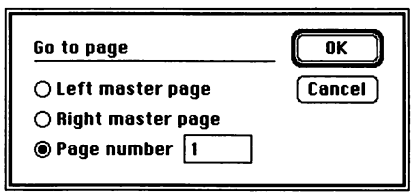
Page menu
Layout view



Use the "Go to page..." command to display a different page when:

- The page icons and scroll bars are hidden
- You want to jump ahead or back many pages at a time

When you choose "Go to page...," PageMaker displays the "Go to page" dialog box:



Left master page: Takes you to the master page for the left facing page.

Right master page: Takes you to the master page for the right facing page.

Page number: Takes you to the page whose number you type in the edit box.

Tips

You can also move to another page in either of two ways:

- Click that page's icon in the bottom of the publication window.
- Go forward one page by pressing Command + Tab, or back one page by pressing Command + Shift + Tab.

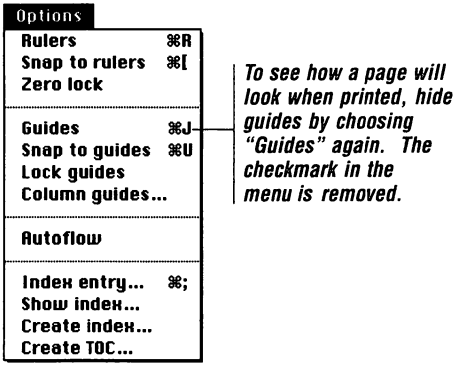
To page through your publication quickly, press Shift as you choose the "Go to page..." command. Click to stop paging. ❦

See also

Moving around in your publication 24

Guides

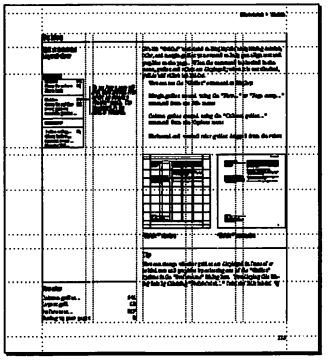
Options menu
Layout view



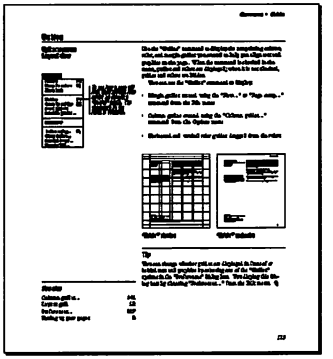
Use the "Guides" command to display the nonprinting column, ruler, and margin guides you created to help you align text and graphics on the page. When the command is checked in the menu, guides and rulers are displayed; when it is not checked, guides and rulers are hidden.

You can use the "Guides" command to display:

- Margin guides created using the "New..." or "Page setup..." command from the File menu
- Column guides created using the "Column guides..." command from the Options menu
- Horizontal and vertical ruler guides dragged from the rulers



"Guides" checked



"Guides" unchecked

Tip

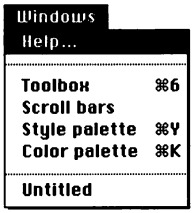
You can change whether guides are displayed in front of or behind text and graphics by selecting one of the "Guides" options in the "Preferences" dialog box. You display this dialog box by choosing "Preferences..." from the Edit menu.

See also

Column guides...	141
Layout grid	12
Preferences...	227
Setting up your pages	3

Help...

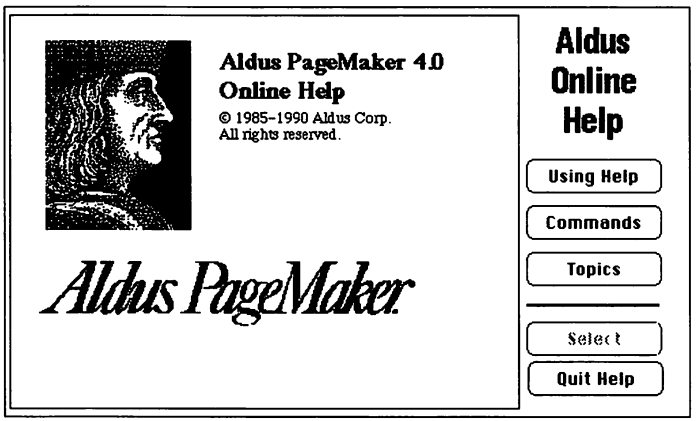
Windows menu
Layout and story views



Use the "Help..." command to display PageMaker's main Help screen. From the main Help screen, select the type of Help you need by clicking the appropriate button.

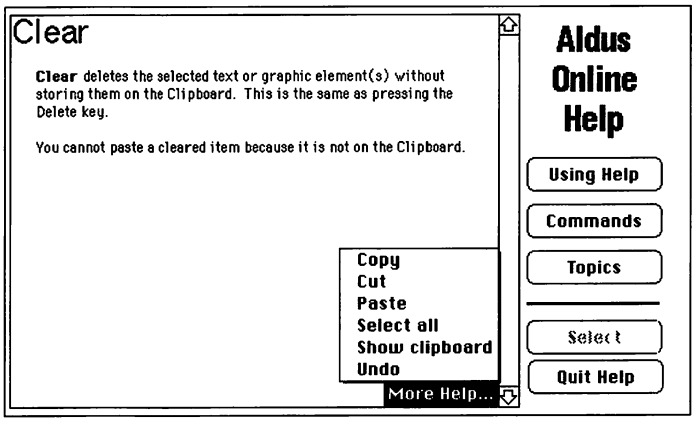
Using Help: Click this button for information about how to use online Help.

Main Help screen



Commands: Click this button for a list of PageMaker commands. To display a Help screen for a particular command, choose the command name from the list and click the "Select" button, or double-click the command name to display the command screen. Command screens tell you how the command works, the keyboard shortcut (if any), and where to find more information in the printed documentation. To see a Help screen on a related topic, choose the topic from the "More Help..." pop-up menu in the lower-right corner of the screen.

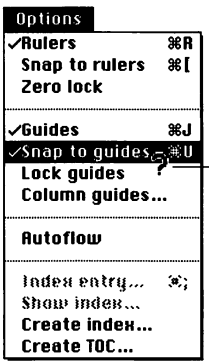
Command Help screen



Topics: Click this button and choose a topic from the list to display a Help screen with information about that topic or procedure. These topic screens also tell you where to find more information in the printed documentation. Note that some topic screens describe several techniques for performing similar tasks. To see a Help screen on a related topic, choose it from the "More Help..." pop-up menu in the lower-right corner of the screen

Select: This button is dimmed on the main Help screen. On all other Help screens, click the "Select" button to display a Help screen for the highlighted command or topic.

Quit Help: To leave the Help system and return to the view you were working in before using online Help, click the "Quit Help" button.

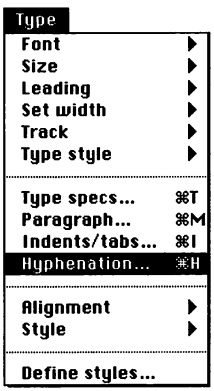


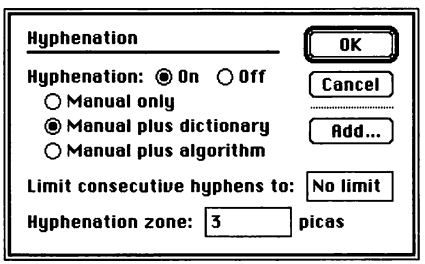
Use menu-sensitive Help to display a Help screen for a specific command

You can also use menu-sensitive Help, which is a more direct method for getting online Help for a specific command. Press Command + ? (question mark) or press the Help key on an extended keyboard. When the pointer turns into a question mark, choose a command from a menu. The first screen displayed is the Help screen for that command. You can view online Help for any other command by clicking the "Commands" button and selecting the command from the list. To view online Help for a topic, click the "Topics" button, and select the topic from the list.

Hyphenation...

Type menu
Layout and story views





Use the "Hyphenation..." command to determine if and how words should be hyphenated in a selected paragraph or in a style you are defining.

When you choose "Hyphenation...," PageMaker displays the "Hyphenation" dialog box. This dialog box is also available from the "Edit style" dialog box, which you can display from the "Define styles" dialog box. From the "Hyphenation" dialog box you can also display the "Add word to dictionary" dialog box, in which you can both choose a new dictionary and indicate where in particular words you will permit hyphenation breaks.

"Hyphenation" dialog box

Use this dialog box to change hyphenation options.

Hyphenation: When you want PageMaker to permit hyphenation, select "On." Automatic hyphenation stays on until you select "Off." How much hyphenation PageMaker permits depends upon which of the following three hyphenation options you select:

> **Manual only:** Permits PageMaker to hyphenate at each occurrence of words containing a discretionary hyphen (Command + hyphen) inserted in the word where you want it to hyphenate.
>
> **Manual plus dictionary:** Permits PageMaker to hyphenate words according to the hyphenation breaks indicated in the dictionary and any words with discretionary hyphens. For each word it must hyphenate, PageMaker checks the dictionary's ranking of possible hyphenation breaks. With this option, PageMaker can only hyphenate words containing discretionary hyphens or words it finds in the dictionary.
>
> **Manual plus algorithm:** Provides for the greatest possibility of hyphenation. Words may be hyphenated at discretionary hyphens, dictionary hyphens, or by the dictionary algorithm. With this option selected, the layout of the text will influence where a word breaks.

See also

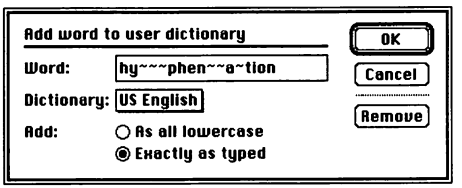
Alignment	130
Define styles...	157
Paragraph...	208
Spacing between letters, words, and lines of text	71

Limit consecutive hyphens to: Determines the maximum number of consecutive lines in a paragraph that can be ended by hyphens or dashes. You can enter numbers from 1 to 255. To set no limit, type "no limit." Be aware, however, that if you set no limit or enter any number greater than 10, you may create a ladder effect of stacked hyphens.

Hyphenation zone: Determines the amount of space at the end of the line in which you feel hyphenation should occur. For unjustified text, PageMaker applies the desired word spacing and the built-in letter spacing. If the last word in the line does not fit, and that word starts to the left of the hyphenation zone, PageMaker tries to hyphenate that word. In general, the larger the hyphenation zone, the more ragged the right margin of text will be. The smaller the zone, the more hyphenation will occur.

Add...: Displays the "Add word to dictionary" dialog box.

"Add word to user dictionary" dialog box



Using this dialog box, you can:

- Select a different dictionary for hyphenation
- Add or change hyphenation breaks for either a selected word or for one you type in the edit box
- Add or remove words from the dictionary

You can then add that word to the dictionary. If the word already exists in the hyphenation dictionary, the new hyphenation breaks replace the previous ones.

Word: Displays any word selected in the publication so that you can insert hyphenation breaks. If you did not select a word before choosing "Hyphenation...," type the word in this edit box. Create hyphenation breaks by clicking an insertion point in the word and typing a tilde (~). A discretionary hyphen symbol (~) appears each time you press this key combination. The number of discretionary hyphen symbols indicates your hyphenation preference. One indicates the most preferable

break, two indicate the next preferable, and three indicate the least preferable.

Dictionary: A pop-up menu that lists the dictionaries installed with PageMaker. To add a word to a different dictionary from the currently selected one, choose the dictionary from the pop-up menu before you add the new word. The dictionary you select here does not become the new default dictionary for the spelling checker. When checking spelling, PageMaker uses the dictionary you selected in the "Paragraph specifications" dialog box.

Add: Determines whether the word is added exactly as displayed in the edit box or as all lowercase. If you choose "As all lowercase," PageMaker will use your hyphenation breaks to hyphenate all occurrences of the displayed word.

Remove: Removes the displayed word from the hyphenation dictionary.

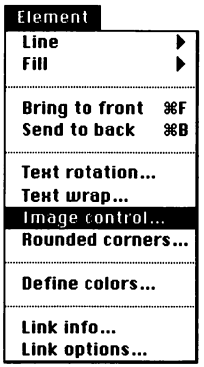
Note: Using PageMaker's Dictionary Editor, you can combine a dictionary from an earlier version of PageMaker or from a word-processing program with the PageMaker 4.0 dictionary. This utility treats dictionaries as text files that you can either create or edit. The Dictionary Editor is automatically copied to your PageMaker folder when you install PageMaker.

Tips

Use the discretionary hyphen (Option + hyphen) for manual hyphenation. To prevent a word from being hyphenated once, type a discretionary hyphen in front of it. If you never want a word to hyphenate, type a discretionary hyphen in front of it in the "Add word to dictionary" dialog box. If you do so, keep in mind that no occurrence of that word can be hyphenated anywhere in the publication. To add another possible hyphenation break in a word, type a discretionary hyphen where you want the break to occur. That hyphenation break is then available for every occurrence of that word in your publication. ❦

Image control...

Element menu
Layout view

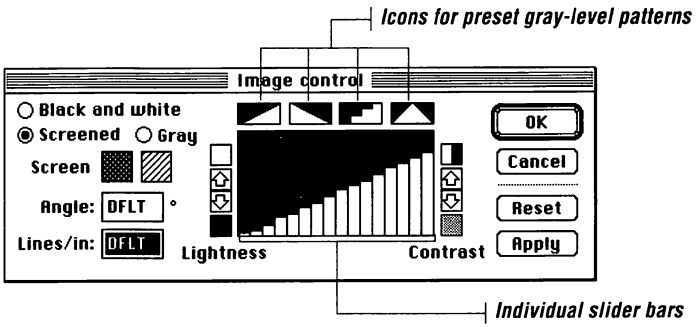


Use the "Image control..." command to enhance or otherwise alter the appearance of paint-type and grayscale TIFF graphics.

Once you have imported a paint-type graphic or a scanned image into your publication, you can change:

- The lightness or darkness of the entire image
- The contrast, to adjust the relationship between dark and light areas within the image
- The screen pattern, to determine whether the image is composed of dots or lines

Select the graphic you want to modify and choose "Image control...". You can move the "Image control" dialog box as necessary to see the graphic as you change the settings in the dialog box.



Note: The settings in the "Image control" dialog box do not affect color TIFF images.

Black and white: If your selected graphic is a black-and-white, paint-type image, this option is selected automatically.

Screened: If your selected graphic is a grayscale image, this option is selected automatically. You can also click "Screened" when you have selected a black-and-white image and want to change the screen that will be applied to the image when it is printed.

See also

Compressing and decompressing TIFF files 284

Default dot screen

30 lpi dot screen

45° line screen

90° line screen

Gray: This option is dimmed unless you are working on a Macintosh II. If your Macintosh II monitor supports grayscale images, "Gray" is automatically selected when you display a TIFF graphic.

Screen: PageMaker automatically prints a dot screen unless you specify a line screen. Use a line screen only for special effects.

Angle: PageMaker automatically uses the printer's default screen angle, which is typically 45°. Entering a different screen angle overrides the printer's default.

Lines/in: PageMaker automatically uses printer defaults for line frequency. The default for LaserWriters is 53 lines per inch (lpi); for PostScript Imagesetters it is 90 lpi. Because of these printer defaults, you do not have to change the "Lines/in" setting when you switch from a LaserWriter to an Imagesetter. However, entering a frequency value other than 53 lpi overrides the printer default.

Lightness: Lets you lighten or darken the image.

Contrast: Lets you adjust the contrast of different objects inside the image by making them lighter or darker in relation to their surrounding background.

Gray-level patterns: Clicking one of these icons automatically changes the image's gray levels to the selected pattern.

Slider bars: Dragging individual slider bars lets you adjust lightness and contrast for customized special effects.

Cancel: Undoes any changes you have made to the image since you opened the "Image control" dialog box.

Reset: Reverts to the previous image-control settings.

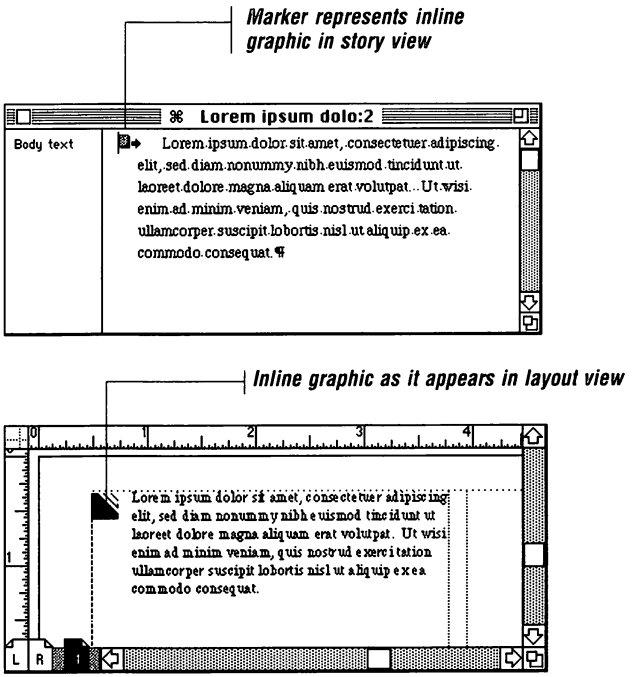
Apply: Lets you view the changes you make to the image while the dialog box is still open. ❦

Import...

Story menu
Story view

Use the "Import..." command to import a text file or inline graphic to the active story window. When you choose this command, PageMaker displays the "Import document" dialog box.

You use "Import..." in story view much as you use "Place..." in layout view. Select the file you want to import, set the import options, and click "OK." When the file you want to import is a graphics file, "As inline graphic" is automatically selected. The option "As independent graphic" is dimmed because the story editor deals only with text editing.



When you click "OK," the imported text or inline graphic flows into the story window from the insertion point. "Import..." transfers text formatting just as "Place..." does. For an inline graphic, PageMaker displays a graphics marker to indicate the graphic's position in the text. To see the actual graphic, return to layout view.

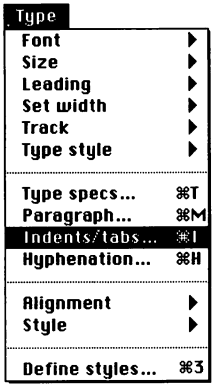
If you have imported text or graphics to a new story window, place the story before closing the window so that PageMaker can save the story.

See also

Importing and exporting text and graphics	26
New story	204
Place (Replace)	226
Story editor	48
Working with independent and inline graphics	80

Indents/tabs...

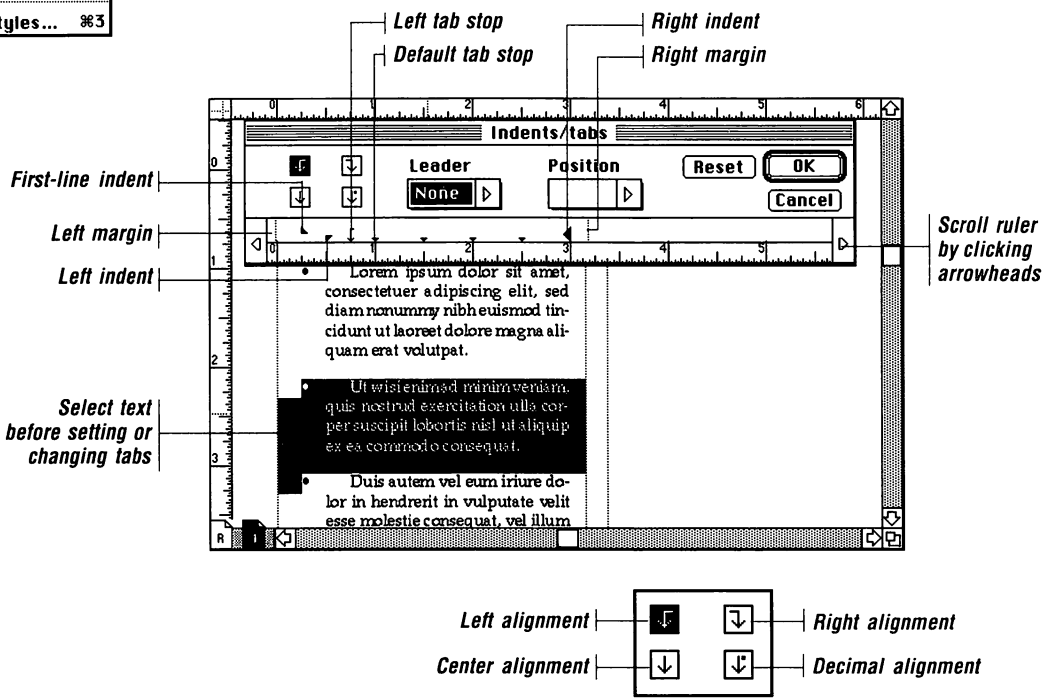
Type menu
Layout view



Use the "Indents/tabs..." command to set as many as 40 tab stops, the indent levels of paragraphs, or the leader style, such as dots or dashes, in the spaces between tab stops.

Choose "Indents/tabs..." to display the "Indents/tabs" dialog box. The way this dialog box is displayed depends upon whether or not you have clicked an insertion point in the publication window. If you have, the zero point on the dialog box's tab ruler is aligned with the left column edge (if the left edge is visible); any tabs you set are automatically measured from there. If you have not, the dialog box is centered horizontally on the screen.

The size of the ruler's increments depends upon both the unit of measure you selected using the "Preferences..." command from the Edit menu and the display size of the current page.



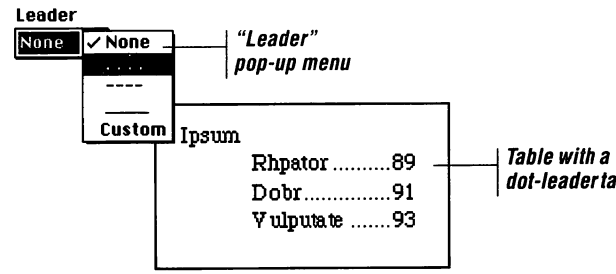
See also

Paragraph...	208
Setting a hanging indent	306

Specifying a leader style

A leader is a repeated pattern, such as a series of periods or hyphens, placed in a row between items in a table. If you want a leader, you must specify the leader style in the dialog box before you set tabs.

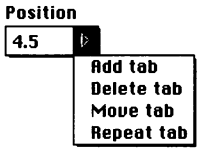
To specify a leader style, first select the text to which you want to add leaders. (If no text is selected, the leader will appear for all subsequently created tab settings in the publication.) Then choose "Indents/tabs..." and select the leader style you want from the "Leader" pop-up menu. To create your own leader style, choose "Custom" and type in the "Leader" edit box the characters you want to use for the leader. You are now ready to set indents or tabs.



Setting indents or tabs

First, click a tab-alignment icon to select the kind of tab alignment you want: left, right, center, or decimal. Then set the tabs by either clicking positions on the ruler, dragging the triangle icons (preset tabs), or typing tab positions in the "Position" edit box. The first tab you set automatically deletes all preset tabs to the left of it. To abandon your tab settings and return to the preset tabs, click "Reset." To remove an individual tab setting, either highlight the tab and choose "Delete" from the "Position" pop-up menu, or simply drag the tab icon off the ruler.

Note: If you are placing a text document with formatting, PageMaker usually accepts the tabs set by the word-processing program in which the document was created.



Using the "Position" pop-up menu

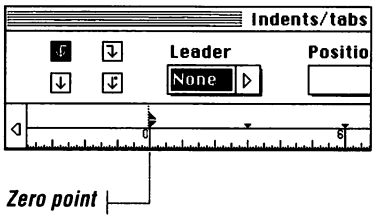
The "Position" pop-up menu displays four commands for automating tab placement:

Add tab: Places a tab at the position you type in the "Position" edit box.

Delete tab: Deletes the highlighted tab or, if none is highlighted, the tab at the setting specified in the "Position" edit box.

Move tab: Moves a highlighted tab from its current setting to the position you type in the "Position" edit box.

Repeat tab: Automatically sets a series of tabs at the increment specified by the highlighted tab. For example, if the highlighted tab is 2 picas from the zero point, choosing "Repeat" sets tabs every 2 picas along the tab ruler.



Moving the tab ruler's zero point

You can adjust the zero point on the tab ruler either by dragging the indent icons or clicking one of the arrowheads. Either method scrolls the ruler from the direction the triangle or indent icon is pointing. For example, clicking the left arrowhead scrolls the ruler from left to right, moving the zero point.

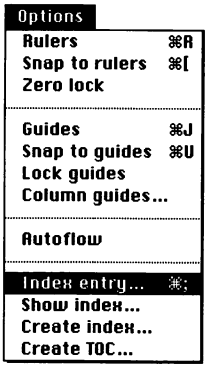
Tips

If the tabs you want to use most often are different from PageMaker's default tab positions, reset the tabs when no publication is open.

To change the tab settings for a single publication, reset the tabs when that publication is open but no text is selected. ❦

Index entry...

Options menu
Layout and story views



Use the "Index entry..." command to create topic references and cross-references for your publication's index. PageMaker's indexing capability allows as many as three index levels for each occurrence of a topic reference. "Index entry..." becomes available when you use the text tool to click an insertion point in the text.

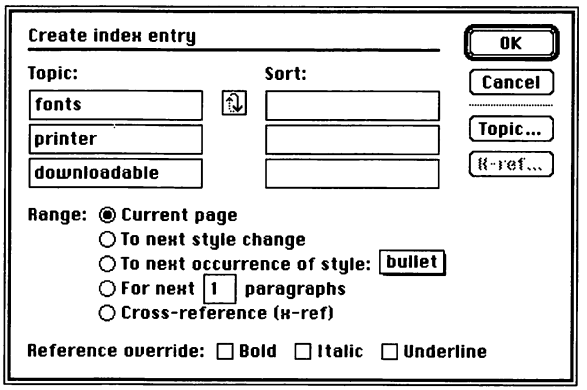
After you have created a list of index entries, choose "Show index..." to edit the list. To generate the publication's index, choose "Create index..." For more information on creating an index, see "Indexing."

Begin creating index entries in one of two ways:

- Using the text tool, select the text you want to appear in the index as the primary reference, and then choose "Index entry..."

- Using the text tool, place an insertion point in the first paragraph in which the topic appears, and then choose "Index entry..." Do this when you want a different term for the index entry from that used in the text it refers to. For example, if the term in the text is "physiognomy," you might also want an index entry for "face."

Choosing "Index entry..." displays the "Create index entry" dialog box.



See also

Create index... 145
Indexing 102
Show index... 253

"Create index entry" dialog box

Use this dialog box to enter topic references and cross-references, to indicate where in the publication they occur, and to change their type style.

Topic: This option contains three edit boxes, one for each level of topic reference. If you selected text before you opened the dialog box, that text appears as the primary topic reference in the level 1 "Topic" edit box. If you placed an insertion point in the text, type the primary topic reference in the level 1 box. You can use up to 50 characters for a topic reference.

Type secondary and tertiary references in the next two "Topic" edit boxes. Each can accommodate up to 50 characters.

Sort: Use the "Sort" edit boxes to enter the characters that tell PageMaker how to sort each entry. For example, if the topic reference is "St." and you want it to be sorted alphabetically in the index as "Saint," type "Saint" in the "Sort" edit box next to "St." If the "Sort" edit box next to a "Topic" edit box is empty, the index entry will be sorted as it is spelled in the "Topic" edit box.

Range: Your range selection tells PageMaker how many pages to include for each index entry.

Note: If you chose "Index entry..." without first selecting text or clicking an insertion point, the "Cross-reference (X-ref)" option is automatically selected and the other range options are dimmed.

Current page: If the topic information is complete on the current page, click "Current page."

To next style change: If the topic information continues until the paragraph style changes, click this option.

To next occurrence of style: If the topic information continues beyond the next paragraph style change, use this pop-up menu to select the style name that marks the end of the topic discussion.

For next _ paragraphs: If the topic information continues beyond the current paragraph, click "For next _ paragraphs" and type the number of paragraphs in the edit box.

Cross-reference (x-ref): If you want to cross reference this topic, click this option to make the "X-ref..." button available.

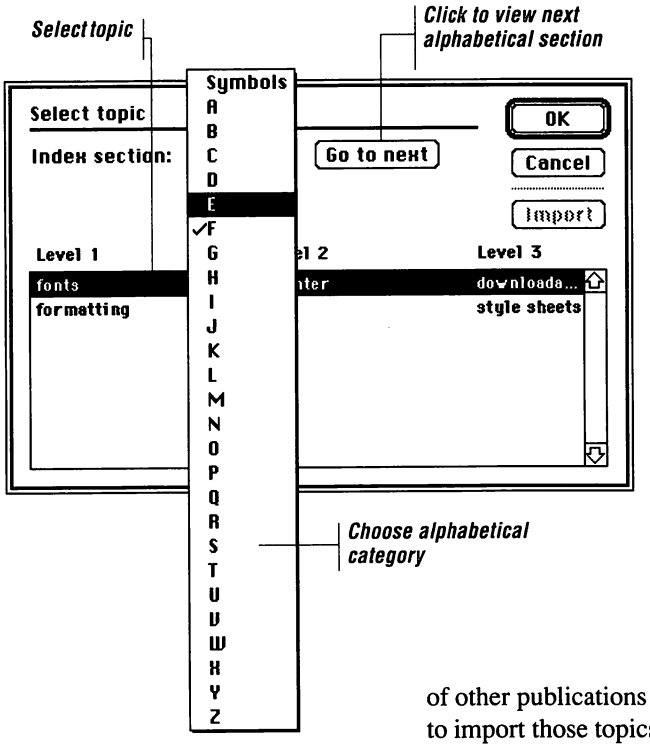
Topic...: Displays the "Select topic" dialog box.

X-ref...: Displays the "Select cross-reference topic" dialog box.

Reference override: The three options provided here let you change or override the type style for page numbers and for the cross-reference portions of index entries.

For example, if the paragraph style for cross-references defines the text type style as "Normal," clicking the "Italic" reference override will change the type style of the cross-reference to italics. If the type style for cross-references is already defined as italics, clicking "Italic" will override that type style, changing it to "Normal."

The settings for "Reference override" remain until you change them again.



The "Select topic" and "Select cross-reference topic" dialog boxes

If a single topic appears in many places throughout the publication, it may need multiple index entries. To streamline your work and to eliminate the possibility of mistyping subsequent entries of an existing topic, PageMaker lists the existing topics in the "Select topic" and the "Select cross-reference topic" dialog boxes.

These dialog boxes look and function alike in most respects, but they have different purposes. In both you select from a list of existing topics, but in the "Select cross-reference topic" dialog box, the topic you select from the list becomes a cross-reference under the current topic. Both dialog boxes also have an "Import" button. To select topics from the indexes of other publications in the book list, click the "Import" button to import those topics.

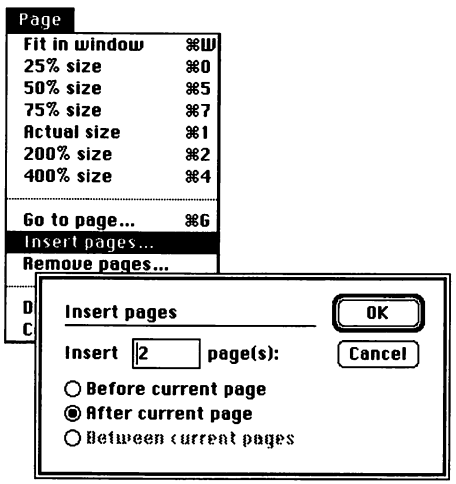
PageMaker automatically arranges topic references alphabetically within alphabetical sections. Choose the section you want to display from the "Index section" pop-up menu. To display the next alphabetical section that contains at least one topic reference, click "Go to next." To choose a topic, move the pointer to it and double click, or highlight it and click "OK." PageMaker returns you to the "Create index entry" dialog box.

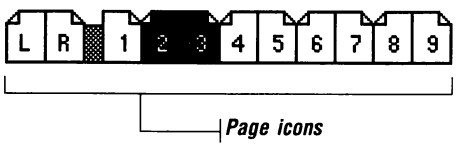
Tip

Using a keyboard shortcut, you can create primary topic references quickly without displaying the "Create index..." dialog box. Simply select the text you want as the topic reference, and press Command + Shift + ; (semicolon). With this shortcut you accept the default indexing options in the dialog box.

Insert pages...

Page menu
Layout view





Use the "Insert pages..." command to add one or more new pages before or after the current page or between a pair of pages.

When you choose "Insert pages...," PageMaker displays the "Insert pages" dialog box.

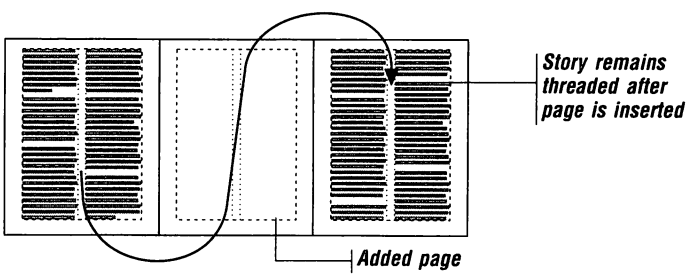
Insert __ page(s): Lets you specify how many pages you want to insert. You can have as many as 999 pages in a single PageMaker publication, depending upon available disk space.

Before/After/Between current page(s): Lets you specify where the new pages will be inserted.

For each page you insert, PageMaker adds a page icon to those already displayed at the bottom left of the publication window. The icon for the first page you inserted is highlighted, and the newly inserted page is then displayed on your screen.

PageMaker automatically applies the current page setup specifications—including the page size, margins, and image area—to the added pages. Text separated by the new pages remains threaded, or connected, to the text after the new pages. Master items appearing on other pages also appear on inserted pages.

Note: When you insert an odd number of pages in a double-sided publication, PageMaker shifts odd-numbered pages to even numbers, and vice versa. To adjust for differences between the inside and outside margins, PageMaker repositions text or graphics.



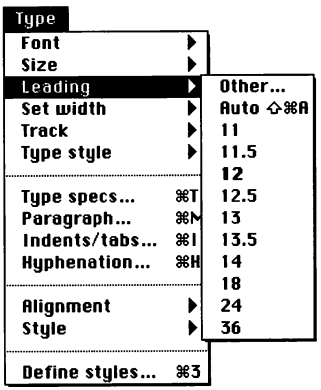
If you have already placed text and graphics, you may have to reposition them.

See also

Layout grid	12
New...	200
Remove pages...	242

Leading

Type menu
Layout and story views



Use the "Leading" command to change the space between lines of selected text or, if no text is selected, between the next lines of text you type. From the "Leading" submenu you can:

- Have PageMaker calculate leading ("Auto")
- Select a specific amount of leading
- Type a leading amount of your own specification ("Other...")

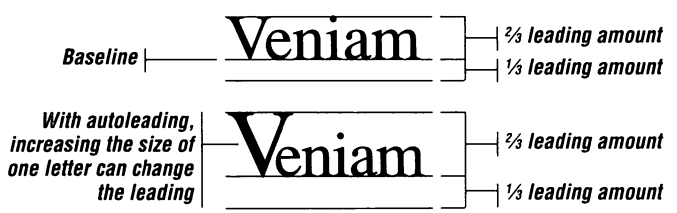
About leading

Like type size, leading is measured in points. The amount of leading is displayed graphically in a line's "slug," which is a rectangle where PageMaker sets each line of type. You can see a slug when you use the text tool to select a line of text.

The height of each slug is the maximum leading of the tallest character in the line. PageMaker positions the characters in the slug by aligning them on a common baseline. The position of the baseline depends upon whether you selected "Proportional" or "Top of caps" leading in the "Spacing attributes" dialog box. If the leading method is "Proportional" (the default), the baseline is two-thirds of the way down from the top of the slug.

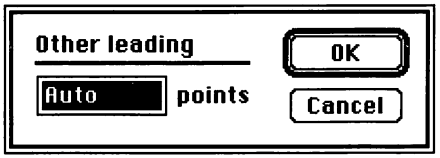
If the leading method is "Top of caps," the baseline is the same distance from the top of the slug as the height of the tallest font ascender in the line.

"Proportional" leading



See also

Paragraph...	208
Spacing between letters, words, and lines of text	71
Type specs...	272



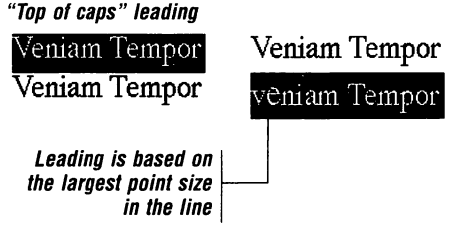
Using the "Leading" submenu

If you selected text and then chose "Leading," PageMaker displays a submenu of leading values that are near the current type size. If no text is selected, the submenu lists a set of standard leading sizes.

To specify a leading value other than those listed in the submenu, choose "Other..." PageMaker then displays the "Other leading" dialog box in which you can enter the amount of leading you want, from 0 to 1300 points, in increments as small as a tenth of a point. This option is particularly valuable when you need to make very subtle leading adjustments for copyfitting.

You can tell PageMaker to calculate leading automatically by choosing "Auto." PageMaker then creates leading that is 120% of the type size. For example, 10-point type would automatically be assigned 12 points of leading.

To change the default percentage for automatic leading, or to change the leading method from "Proportional" to "Top of caps," click "Spacing..." in the "Paragraph specifications" dialog box.



Tips

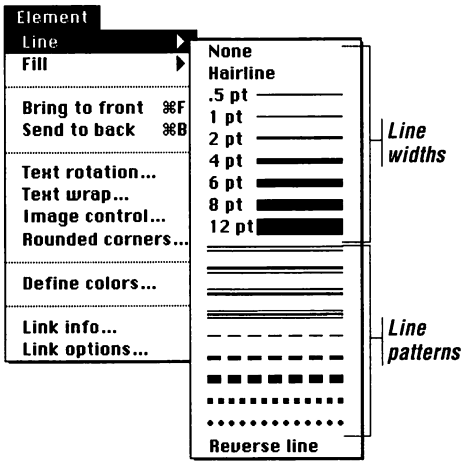
To keep lines from overlapping, specify leading to be at least 20% greater than the type size. In general, experiment with leading amounts until you achieve the effect you want, keeping in mind that too much or too little leading can make text difficult to read.

Ut wisi adminim veniam, quis tation ullamcorper suscipit aliquip ex ea commodo cons autem vel	Ut wisi adminim veniam, quis tation ullamcorper suscipit aliquip ex ea commodo cons autem vel	Ut wisi adminim veniam, quis tation ullamcorper suscipit aliquip ex ea commodo cons autem vel
10-point type on 10-point leading, or 10/10	*10-point type on 12-point leading, or 10/12*	*10-point type on 16-point leading, or 10/16*

To make other typographic settings at the same time you specify leading, you may want to use the "Leading" pop-up menu in the "Type specifications" dialog box.

Line

Element menu
Layout view



Use the "Line" command to choose from a list of line widths and patterns available for drawing lines and shapes with PageMaker's tools. You can also use this command to reverse lines.

Available line widths are grouped at the top of the submenu, while line patterns are grouped below. If a shape is selected when you choose "Line," its line width or pattern is checked on the submenu. When lines or shapes of varying widths or patterns are selected, nothing is checked. If nothing is selected when you choose "Line," the check mark identifies the default.

To draw a shape that is not bounded by a line, choose "None." To see the shape after you have drawn it with "None" selected, fill the shape with a pattern from the "Fill" submenu.

All line widths are shown in the submenu at actual size except "None," "Hairline," and ".5 pt." Lines thinner than the resolution of your screen may look wider onscreen than they will when printed. For example, a screen with a resolution of 72 pixels per inch can show a 1-point line accurately at "Actual size" because 72 points equal 1 inch. However, a .5-point line on the same screen will be shown 1 pixel wide because that is the thinnest line the screen can display.

The exact width of the printed lines depends upon the resolution of your printer. To produce a hairline rule accurately, a printer must have a resolution of at least 288 dots per inch. If you have questions about your printer's resolution, refer to the printer documentation.

Line patterns are grouped in the middle of the submenu. You cannot change the line widths used for line patterns.

Double- and triple-line patterns include the following combinations, as shown on the submenu:

- A .5-point line, 3 points of space, and a .5-point line (4 points total)
- A 2.5-point line, 2 points of space, and a .5-point line (5 points total)
- A .5-point line, 2 points of space, and a 2.5-point line (5 points total)

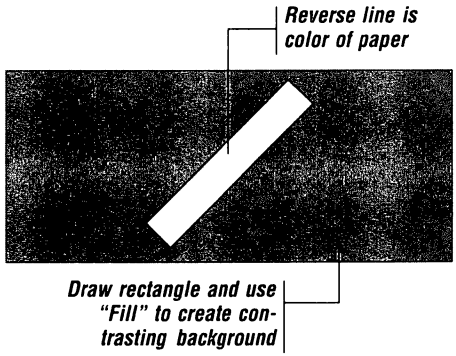
See also

Define colors... 154

- A .5-point line, 1.5 points of space, a 2-point line, 1.5 points of space, and a .5-point line (6 points total)

Broken lines are composed of the following patterns of dashes or dots:

- Three different widths of dashed lines (1-point, 3-point, and 6-point) made up of alternating 10-point dashes and 3-point spaces
- A dashed line 4 points wide made up of alternating 4-point dashes and 4-point spaces
- A dotted line 4 points wide made up of 4-point dots spaced 4 points apart



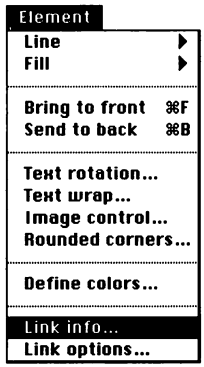
You can change the color of a line or line pattern to or from paper color (defined using the "Define colors..." command from the Element menu). For example, to display a white line in a black-and-white publication (where white is the paper color), choose "Reverse line" from the bottom of the submenu. Then draw the line on a contrasting background. To set the default for drawing all lines reversed, choose "Reverse line" with the pointer tool when no lines or shapes are selected. A check in front of "Reverse line" means that any new lines you draw will be reversed.

Tip

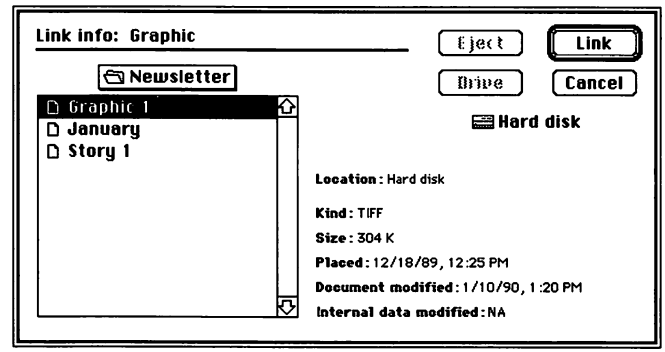
When creating a reverse line, use any line width or pattern from the submenu. If you use one of the double- or triple-line patterns, use a solid black background if you want the space between lines to blend with the background.

Link info...

Element menu
Layout view



Use the "Link info..." command to change or update the links between the current PageMaker publication and its associated files, or to display link information about a selected graphic or text block. When you choose this command while text or a graphic is selected, PageMaker displays the "Link info" dialog box.



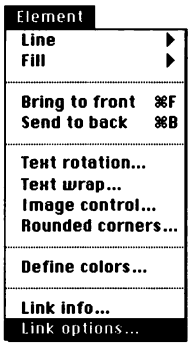
Because you can also display this dialog box by clicking the "Link info..." button in the "Links" dialog box, see the "Links..." command description for instructions on updating linked elements in a publication.

See also

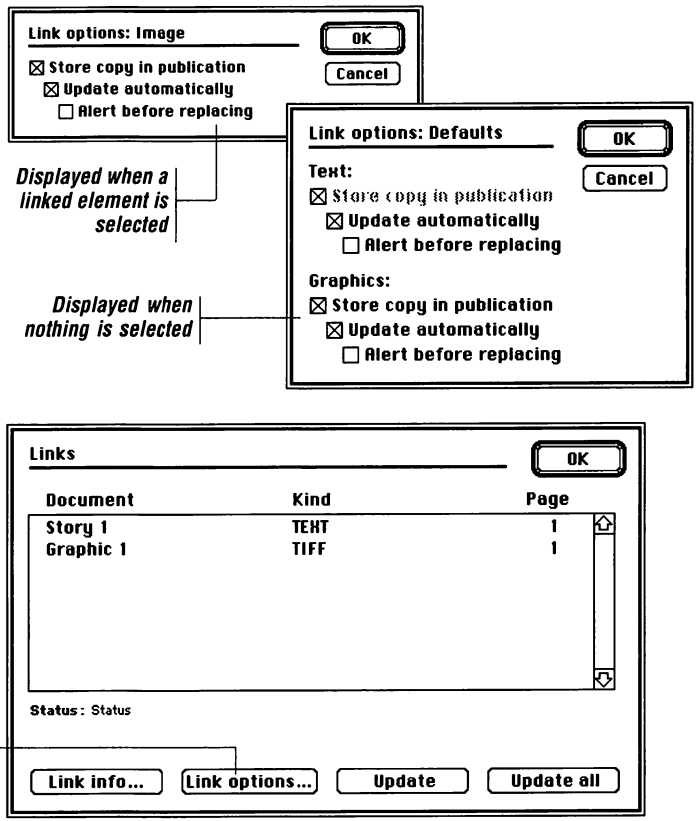
Linking text and graphics files to your publication 41
Links... 194

Link options...

Element menu
Layout view



Use the "Link options..." command to determine how you want linked text and graphics in your publication to be stored and updated. Choose this command to display the "Link options" dialog box.



Because you can also display this dialog box by clicking the "Link options..." button in the "Links" dialog box, see the "Links..." command description for instructions on setting link options.

If you choose this command when no publication window is open and no linked element is selected, PageMaker displays a variation on the "Link options" dialog box, in which you can set defaults for link options.

See also

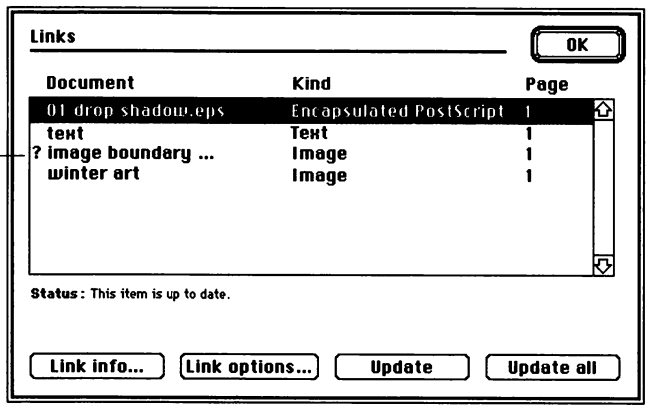
Linking text and graphics files to your publication 41
Links... 194

Links...

File menu
Layout and story views

Use the "Links..." command to identify and monitor those elements in your publication that are linked to external text and graphics files, as well as to determine whether those linked elements reflect the current versions of the external files they are linked to. Use this command to update linked text or graphics, to re-establish links when external files are moved from their original folders, and to keep down the size of the publication by storing large graphic images externally.

Choose this command to display the "Links" dialog box.



Link status indicators

The "Links" dialog box

This dialog box lists all linked elements in the current publication, identifying the external files' types and what pages they appear on in the publication. To the left of each filename is an indicator of the link's state. When you select a file in the list, the "Status" field under the list box describes the link's state in detail. Linked elements in your publication can be in one of seven possible link states:

When no indicator appears beside the filename, the element is either up to date or not linked.

? Indicates that PageMaker cannot find the linked element's external file. To locate the external file and restablish the link, click "Link info..."

See also

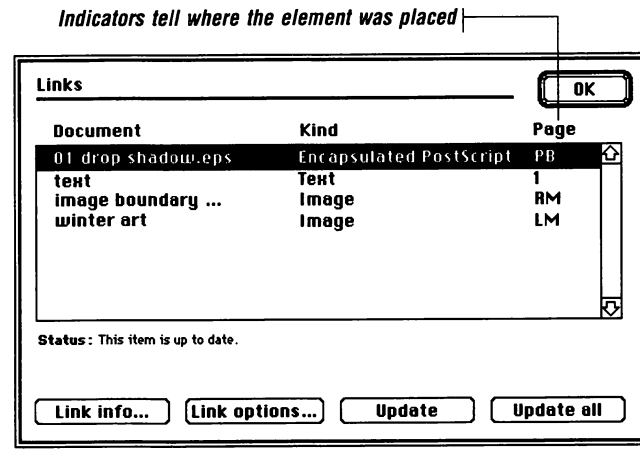
Linking text and graphics files to your publication 41
Open... 205
Print... 230
Save as... 247

◆ Indicates the element is linked to an external file that has been modified since it was placed in or exported from your publication. The element will be automatically updated when you either print or reopen the publication, or when you click "Update" or "Update all." If the link is to a large graphic, such as a color TIFF file, and a copy is not stored in the publication, PageMaker will automatically update the linked element and the screen version even if you have not selected "Update automatically" in the "Link options" dialog box. This updating ensures that the screen version of the graphic matches the version that will be printed.

Δ Indicates the element is linked to an external file and that both copies have been modified. If you click "Update," modifications to the internal copy will be lost.

◇ Like the black diamond, this indicates that the element is linked to an external file that has been modified since it was placed in or exported from your publication. However, it also indicates that you have not instructed PageMaker (in the "Link options" dialog box) to update your publication's internal copy automatically.

The "Page" column, which lists the page numbers where the elements were placed, may also include the following indicators:



- "Page #?"—The linked inline graphic element is in a story that has not yet been composed; the page number is therefore unknown
- "LM"—The left master page
- "RM"—The right master page
- "PB"—The pasteboard
- "OV"—The linked text element—an inline graphic, for example—is not displayed because it is part of a text block that is overset, or not fully flowed
- "X"—The linked text element is an open story that has not yet been placed

Link info...: Displays a dialog box that provides file information about the link. This dialog box is also used for changing the links between the current PageMaker publication and its associated files. The dialog box is described on the facing page.

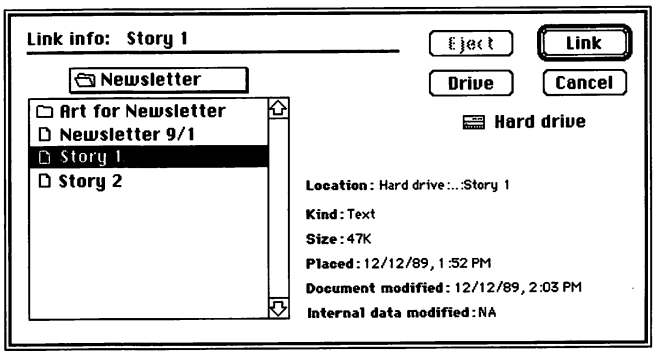
Link options...: Displays a dialog box in which you can indicate how you want linked files to be stored and updated. This dialog box is described in the final section of this command description.

Update: Updates the internal copy of the element selected in the list box. "Update" is dimmed unless a link for the element exists and is out of date. If both copies have been modified, PageMaker asks you to verify that you want to lose the changes to the internal copy.

Update all: Updates the internal copy of all elements in your publication for which links exist and for which "Update automatically" has been checked in the "Link options" dialog box. "Update all" is dimmed if the selected linked element is either up to date or if you have not checked "Update automatically" for that element.

The "Link info..." dialog box

When the "Status" field in the "Links" dialog box indicates that changes have been made to an external file associated with a linked element, click "Link info..." to display the "Link info..." dialog box.



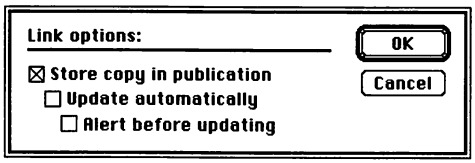
This dialog box displays a list of the contents of the current folder. If necessary, change folders or drives to display the list of files you want. To reassociate or change the association of a linked element, select the appropriate external file in the list and click "Link." If you selected "Update automatically" in the "Link options" dialog box and you do not click "Link," the linked element will not be updated until you open the publication again.

Beside the list box are fields containing key information about the linked element selected in the "Links" dialog box:

- **Location:** The drive (volume) name and the name of the associated external file
- **Kind:** The type of document, such as "Image" or "Text"
- **Size:** The amount of space the external file takes up on the disk
- **Placed:** The date and time you placed the file in the publication
- **Document modified:** The date and time the external file was last modified

The "Link options" dialog box

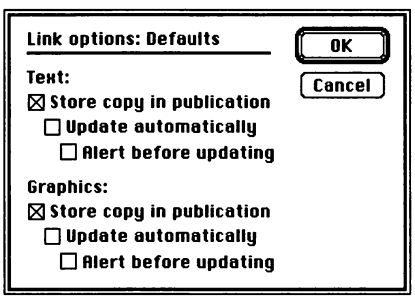
Click "Link options..." to display the "Link options" dialog box, in which you can define the type of link and whether or not updates are automatic.



Store copy in publication: Stores a complete copy of the element inside your publication. This option is checked and dimmed for text elements and EPS files because PageMaker always stores them inside the publication.

Update automatically: Automatically updates your publication upon opening if the external copy has been modified.

Alert before updating: Updates your publication only after you have been alerted and have agreed to the update. This option is available only if you have checked "Update automatically."



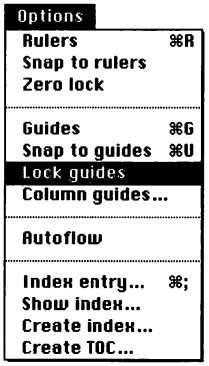
Note: You can display a different version of this dialog box, "Link options: Defaults," by choosing the "Link options..." command from the Element menu when no text or graphic is selected. If you choose this command when no publication is open, your settings in this dialog box affect all links in all publications you open in that session of PageMaker. If a publication is open when you choose this command, the dialog box settings affect only those links you go on to establish in that publication. These settings do not affect existing links.

Tip

To keep your link-management tasks to a minimum, be careful when moving files to different folders or when changing the names of files, folders, or disk drives. Any of these changes can break a link between an external file and its linked element in a publication, requiring you to re-establish the link in the "Update link" dialog box.

Lock guides

Options menu
Layout view



Use "Lock guides" to lock column and ruler guides in place. In this way you can avoid moving them accidentally. To reposition the guides, unlock them by choosing "Lock guides" again. When the option is turned on, the command is checked.

Tip

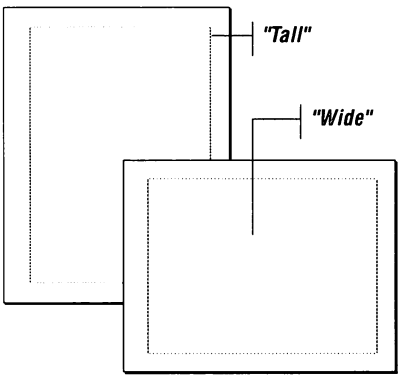
Leave "Lock guides" on while resetting the page dimensions of your publication (using "Page setup..." from the File menu) so that PageMaker does not attempt to reposition the guides as well as the margins.

See also

Layout grid 12
Page setup... 207

New...

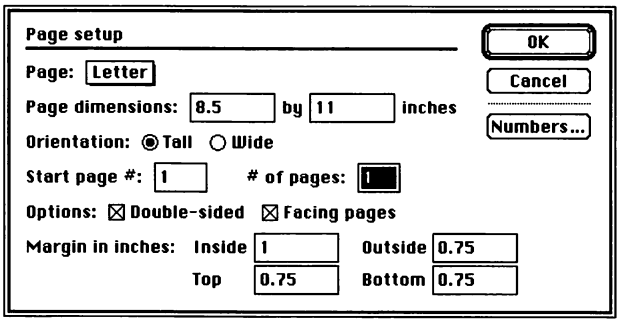
File menu
Layout view



Use "New..." to create a publication or template on the PageMaker desktop. This command is available only when no other publication is open.

Choose "New..." from the File menu to display the "Page setup" dialog box, in which you set up the basic look of your publication.

"Page setup" dialog box



Page: A pop-up menu of page sizes: "Letter," "Legal," "Tabloid," and "Custom." To specify other page dimensions, choose "Custom" and enter page-size values in the "Page dimensions" edit boxes. PageMaker can create pages as large as 17 x 22 inches (431 x 538mm).

Page dimensions: Edit boxes for setting or changing page size.

Orientation: Provides two options in page format. "Tall" is for a page that is taller than it is wide ("Portrait"), and "Wide" is for a page that is wider than it is tall ("Landscape").

Start page #: An edit box in which you enter the starting page number for your publication. Each page that has a page-number marker is numbered sequentially. Although the maximum number of pages per publication is 999, you can enter page numbers from 1 to 9999. You could, for example, have a 999 page publication with page numbers running from 9001 to 9999.

See also

Book...	132
Open...	205
Page setup...	207
Preferences...	227
Setting up your pages	3

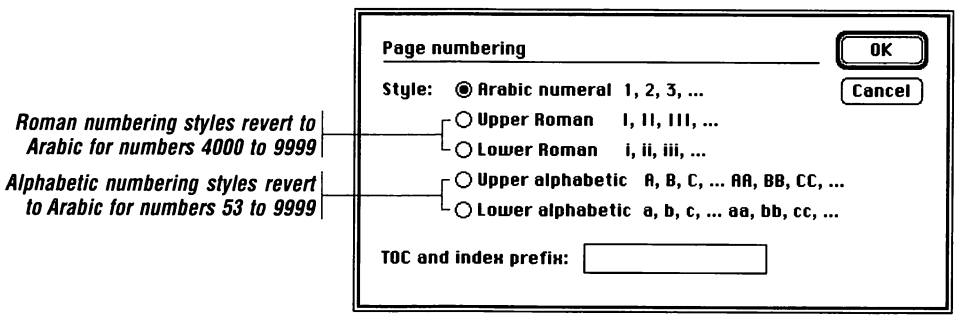
# of pages: Enter the number of pages you initially plan for the publication. If necessary, you can change the number of pages later by using "Insert pages..." or "Remove pages..." from the Page menu.

Options: If you are creating a publication that will be printed on both sides of the paper, check "Double-sided." If the inside and outside margins are of different widths, PageMaker shifts the inside margin from the right side of an even-numbered (left) page to the left side of an odd-numbered (right) page. If you have selected "Double-sided" and you want to work on facing (left and right) pages, check "Facing pages."

Margin in (unit of measure): PageMaker displays margin sizes in the unit of measure specified using the "Preferences..." command on the Edit menu.

Numbers...: Displays the "Page numbering" dialog box.

"Page numbering" dialog box



Use this dialog box to define the page-numbering style for your publication.

Style: The listed options identify the page-numbering style. When choosing a style, keep the following points in mind:

- You can override page-numbering styles. For example, if the page-numbering style is lowercase Roman (iii) but you have typed all caps, the characters will be all caps.

- You can easily number pages in your publication by typing a page-number marker (Command + Option + P) on the master page(s) or on each individual page to be numbered. In addition, you can add text to create compound page numbers or page footers, such as "Page # of 42," where the "#" represents the page-number marker.

- Alphabetical numbering styles use A-Z to represent the numbers 1-26. Double letters AA-ZZ are used for 27-52. For numbers higher than 52, PageMaker reverts to Arabic numerals.

TOC and index prefix: If you want a page-number prefix for index and table of contents entries, enter its text here. For example, in a comprehensive index for three separate volumes, indicate with the prefix in which volume the page reference occurs. There is a limit of 16 characters.

Note: When page numbers appear in the index and table of contents, their text is determined by the related page number, the page-numbering format, and the page-number prefix. Page-number markers do not contain these prefixes because complete footers that contain tabs or that run over multiple lines cannot easily be created with a static prefix, and a different prefix might be used in the publication from that used in the index, such as "Appendix A-page 12" versus "A 12."

Tips

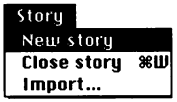
To create a publication or template based on another publication or template, use "Open..." rather than "New..." to display the publication or template you want to use as a starting point, and save it under a different name. Now you have two files containing the same information: the original file and a new one with a different name.

To combine tall- and wide-oriented pages in a single publication, create the pages as separate publications and then choose the "Book..." command from the File menu to organize and print them in the correct order. Make sure each publication in the book is paginated correctly.

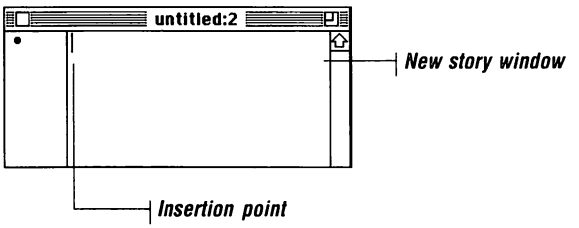
Although individual publications can be as long as 999 pages, for the sake of disk space and performance it is best to divide the material into sections, with one publication per section. You can then use the "Book..." command to create composite page numbers, an index, and a table of contents for each section. For more information, see the "Book..." command description.

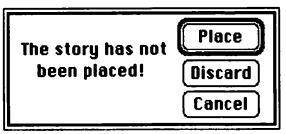
New story

Story menu
Story view



Use the "New story" command to open a new, untitled window in story view. From this window you can write a new story or, by selecting "Import...," you can import text and inline graphics.





When you have finished working in a new story window, choose "Place" from the File menu to place it in your publication. If you decide to discard the story without placing it, choose "Close story" from the Story menu and click "Discard" in the "Close story" alert box.

See also

Close story	139
Import...	179
Place (Replace)	226
Story editor	48
Working with independent and inline graphics	80

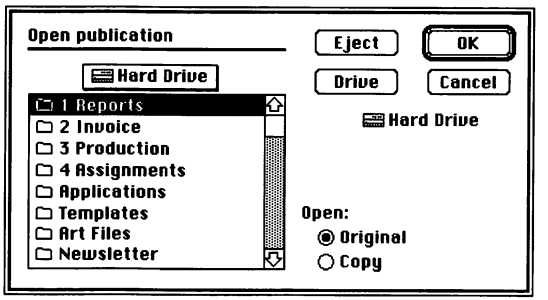
Open...

File menu
Layout view

Use "Open..." to open an existing publication or template from the PageMaker desktop. As PageMaker carries out this command, it also searches for text and graphics files linked to the publication or template. You will then have access to those links as you work.

This command is available only when no other publication is open.

Choose "Open..." to display the "Open publication" dialog box.



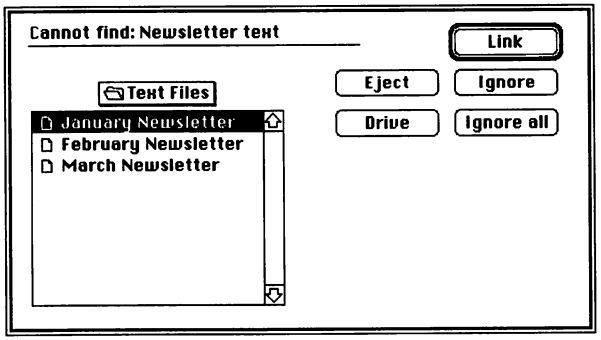
Scroll in the list box to find the publication or template you want to open. If what you want is not listed, change drives or open a different folder. When you select a publication, PageMaker automatically selects the "Original" option. To open an untitled copy of the publication instead, click "Copy." When you select a template, PageMaker automatically selects "Copy." To open the original template instead, click "Original."

Re-establishing links

If you are opening a publication that has links to external files that PageMaker cannot find, PageMaker prompts you with a "Cannot find" alert that names the file it is looking for. Use this alert to locate the file or to tell PageMaker to quit searching.

See also

Linking text and graphics files to your publication 41
Links... 194
New... 200



Link: After you have located the file and selected it in the list box, clicking this button re-establishes the file's link to your publication. If more links need to be re-established, another "Cannot find" alert appears.

Ignore: Ends the search for that particular file. Another "Cannot find" alert appears if more links need to be re-established.

Ignore all: Ends the search for all files and allows the publication to be opened directly. ❦

Page setup...

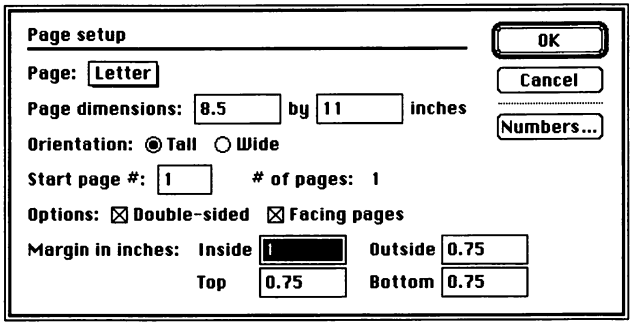
File menu
Layout and story views

Use "Page setup..." to change the following settings in the current publication:

- Page size and orientation
- Starting page number for page numbering
- Publication layout
- Margin settings

You can also use this command to change the defaults PageMaker uses to create all new publications by choosing "Page setup..." when no publication is open.

When you choose this command, the "Page setup" dialog box appears, just as it does when you choose the "New..." command. For a description of how to use this dialog box, see the "New... " command description. The only difference between the dialog boxes is that, with the "Page setup..." command, the number in the "# of pages" field cannot be changed. If you need to add or delete pages in your publication, use the "Insert pages..." or "Remove pages..." command from the Page menu.



PageMaker adjusts all the pages in a publication—and indicates the page currently being adjusted by highlighting its page icon—when you change:

- From a double-sided to a single-sided publication
- From a single-sided to a double-sided publication with facing pages
- The "Start page #" for a double-sided publication from an even number to an odd number, or vice versa

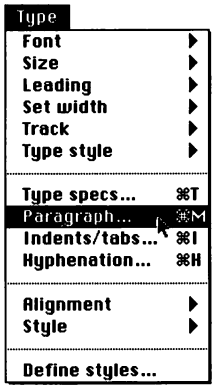
In general, PageMaker centers single pages and the binding edges of facing pages in the publication window. When your changes affect the width of the page or image area, PageMaker adjusts the column guides to fit within the new image area.

See also

Layout grid 12
New... 200
Setting up your pages 3

Paragraph...

Type menu
Layout and story views



Use the "Paragraph..." command to change specifications that determine the overall look of a paragraph.

The "Paragraph..." command controls numerous paragraph features that you can set in the "Paragraph specifications" dialog box and in the three related dialog boxes nested under it:

- The "Paragraph specifications" dialog box, in which you set indents, alignment, space before and after, current dictionary, entry in table of contents, breaks before, and widow and orphan control.
- The "Paragraph rules" dialog box, in which you set rules and their line style, color, and width.
- The "Paragraph rule options" dialog box, in which you set vertical spacing for top and bottom paragraph rules. You can also create a leading grid to ensure baseline alignment between columns of text, regardless of headings and inline graphics which can cause misalignment.
- The "Spacing attributes" dialog box, in which you set word and letter spacing, pair kerning, leading method, and percentage for autoleading.

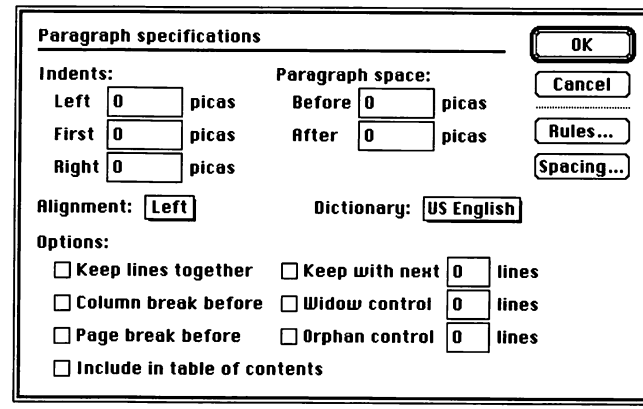
If you change paragraph specifications settings when text is selected with the text tool, PageMaker changes the specifications of all paragraphs selected in whole or in part. However, if you change paragraph specifications with nothing selected, you set the format of the next text you type. When you open the "Paragraph specifications" dialog box from the "Define styles..." command on the Type menu, you define the paragraph attributes for a style.

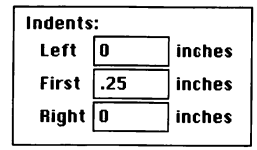
See also

Aligning baselines in adjacent columns of text 279
Alignment 130
Define styles... 157
Formatting text with styles and style sheets 57
Indents/tabs... 180
Leading 188
Spacing between letters, words, and lines of text 71

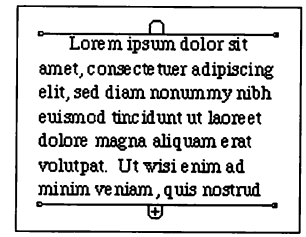
"Paragraph specifications" dialog box

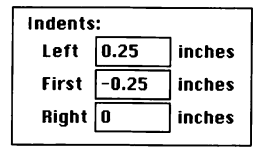
When you choose "Paragraph...," PageMaker displays the "Paragraph specifications" dialog box.



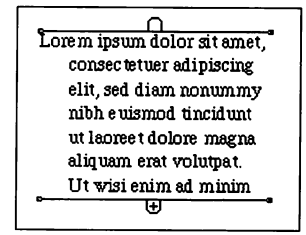


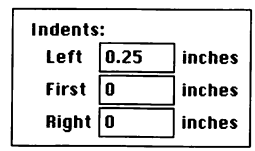
For a paragraph with the first line indented, make the left indent "0" with a ".25" first-line indent



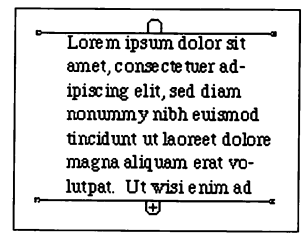


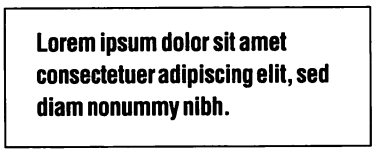
For a hanging indent, make the left indent positive with a negative first-line indent



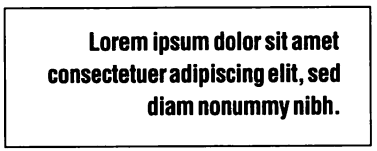


For a nested indent, make the left indent positive with a positive or no first-line indent

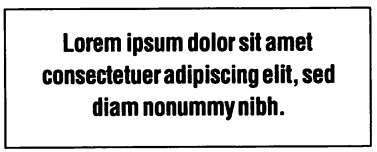




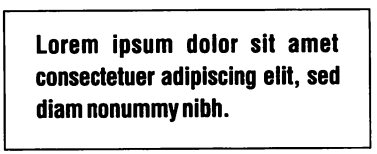
Left alignment



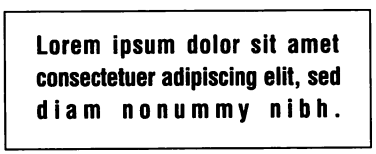
Right alignment



Centered



Justified



Force-justified

Indents: To set indents from the margin, type values for the left, first-line, and right indents for the paragraph.

Paragraph space: To add extra space between paragraphs, type specific values for the amount of space you want before, after, or both before and after each paragraph. The "Before" value is not added if the paragraph begins a column. When you use this option, you don't need to insert extra carriage returns to separate paragraphs.

Alignment: Use the options from this pop-up menu to apply left- or right-alignment to a paragraph, to center or justify a paragraph, or to force-justify the last line of a paragraph.

Dictionary: This pop-up menu lists the installed language dictionaries, one of which you should choose for both hyphenation and spelling. PageMaker supports up to 10 installed hyphenation and spelling dictionaries.

Note: Using more than one dictionary in a single publication may slow PageMaker's text composition and spelling checker.

Options:

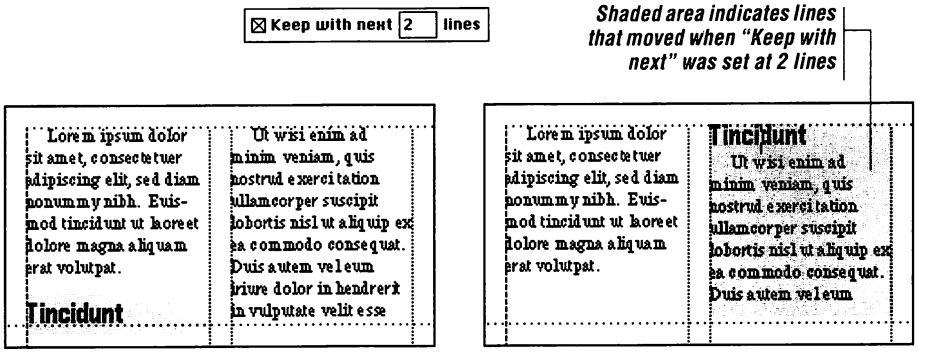
Keep lines together: When checked, this option ensures that the paragraph is not split over different columns, from page to page, or over graphics that have text-wrap attributes defined.

Column break before: When checked, this option ensures that the paragraph begins a new column.

Page break before: When checked, this option ensures that the paragraph begins a new page.

Include in table of contents: When checked, this option includes the entire paragraph in the table of contents for the publication. For example, when there is a heading you want to include in the table of contents, select the heading and check this option.

Keep with next __ lines: To ensure that the last line of the paragraph will be placed with a minimum number of lines of the subsequent paragraph, check this box and enter the number of lines (1, 2, or 3). This option is useful for keeping headlines connected to their accompanying text.

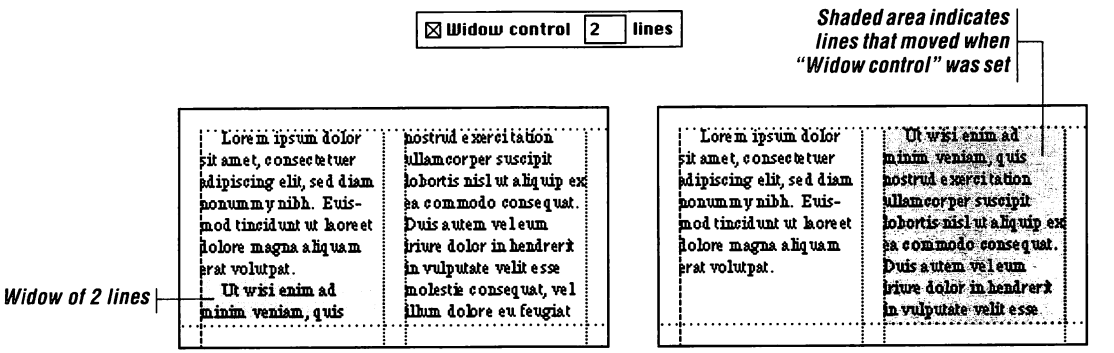


No "Keep with next" controls set

"Keep with next" set to 2 lines

Note: Select the above options with careful consideration for their effects on the selected paragraphs. Remember to check these settings if a paragraph exhibits puzzling behavior; the reason may lie here.

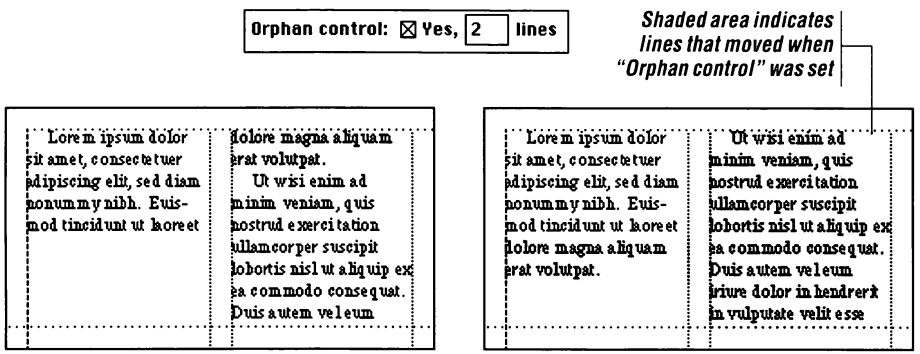
Widow control: To specify the maximum number of lines that constitute a "widow," check this box and enter the number of lines (1, 2, or 3).



No "Widow control" set

"Widow control" set to 2 lines

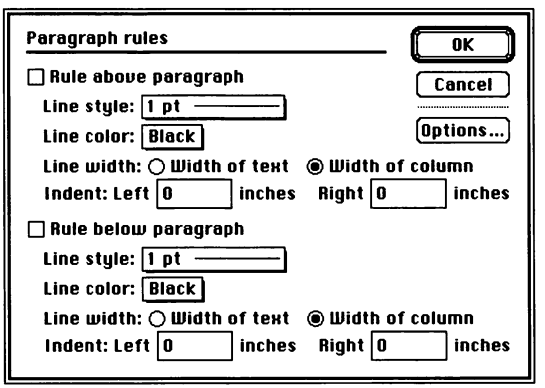
Orphan control: To specify the maximum number of lines that constitute an "orphan," check this box and enter the number of lines (1, 2, or 3).



No "Orphan control" set *"Orphan control" set to 2 lines*

Rules...: Displays the "Paragraph rules" dialog box in which you can set the characteristics of rules to be displayed above or below a paragraph. Rules are not independent graphic elements and cannot be selected and edited with the pointer tool. The dialog box is described in the following section.

Spacing...: Displays the "Spacing attributes" dialog box in which you can control the amount of space PageMaker inserts between letters and words. The dialog box is described later in this command description.



"Paragraph rules" dialog box

Click "Rules..." in the "Paragraph specifications" dialog box to display the "Paragraph rules" dialog box.

To add rules to the paragraph, check either "Rule above paragraph," "Rule below paragraph," or both.

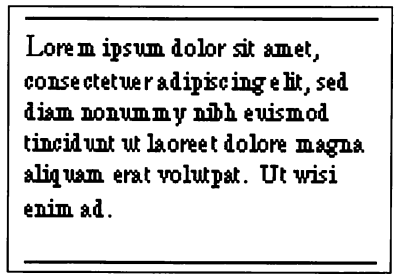
Line style: Select the style from the "Line style" pop-up menu.

Line color: Select the color from the "Line color" pop-up menu.

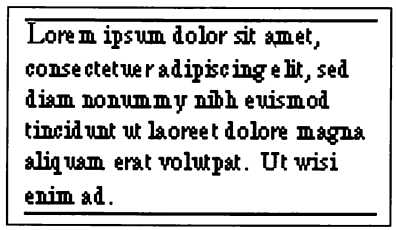
Line width: For a rule that extends the width of the text, click "Width of text." To make the rule extend the width of the column, click "Width of column."

Indent: You can indent the ends of the rule from the column guides or from the edges of the text by the amounts specified in the "Left" and "Right" edit boxes.

Options...: Displays the "Paragraph rule options" dialog box.



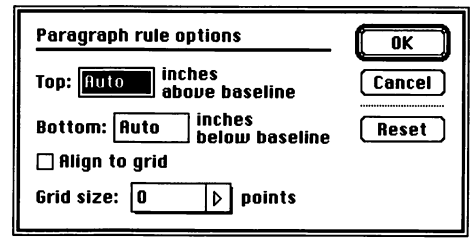
Custom-set rules change the size of the slug of first and last lines in the paragraph



Example of a paragraph with a rule above and a rule below using "Auto" setting

"Paragraph rule options" dialog box

Use the "Paragraph rule options" dialog box to specify the vertical placement of paragraph rules and to establish a leading grid that ensures the alignment of baselines in adjacent columns of text.

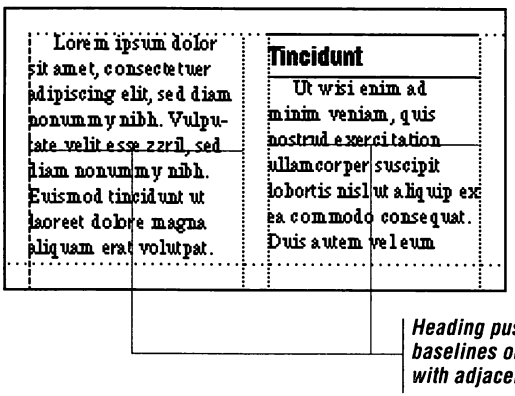


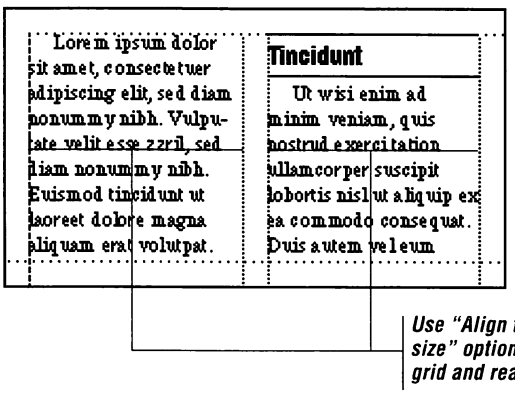
Top: Use this edit box to position the top rule vertically. The default setting for this edit box is "Auto," which aligns the upper edge of the rule with the top of the slug of the first line. The slug is the horizontal bar that contains the text within its leading, or vertical spacing. To see the slug, select a line of text with the text tool. The area highlighted is the slug. When the option is set to "Auto," the rule does not change the size of the slug of the line of text. To position the rule higher, type a custom measurement in the edit box. When positioned in this way, the rule increases the size of the slug of the first line of text to accommodate the rule.

Bottom: The default setting for this edit box is "Auto," which aligns the bottom of the rule along the bottom of the slug of the last line of the paragraph. When set to "Auto," the rule does not affect the size of the slug of the last line of text. To position

the rule lower, type a custom measurement in the edit box. When positioned this way, the rule increases the size of the slug of the last line of text to accommodate the rule.

Align to grid: If you are creating a publication with multiple text columns, you always want the baselines of body text to align horizontally. Some paragraph style attributes of heading and subheading paragraphs (such as large point size and leading, paragraph rules, space before and after) can disrupt this alignment for body text that follows. Select the "Align to grid" option, and set the "Grid size" to match the leading of your body text. PageMaker automatically inserts the right amount of space after the current paragraph so that the first line of the following paragraph aligns with the leading grid. You can also apply this paragraph attribute to inline graphics that exist as separate paragraphs to ensure that the text following the inline graphic lines up with adjacent lines of text.

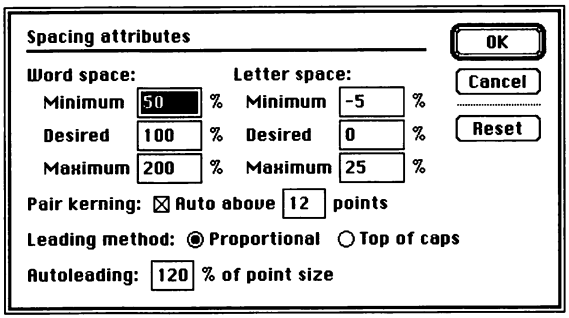




Grid size: To restore the baseline alignment of body text in adjacent columns, set the grid to match the leading of your body text. You can select from the pop-up menu, or type the leading point size in the edit box. The leading grid begins measuring from the top of the text column containing the current paragraph.

Reset: Resets the vertical placement of rules and the grid size to their default specifications.

"Spacing attributes" dialog box



To display the "Spacing attributes" dialog box, click "Spacing..." in the "Paragraph specifications" dialog box. Use the "Spacing attributes" dialog box to specify word, letter, and line spacing.

Word space: The space between words, created by pressing the spacebar, is called the "space band." The default "Desired" word spacing is 100% of the space band, which is a constant distance. You can change the desired spacing to any percentage between 0% and 500%. The values for "Minimum" and "Maximum" create a range within which PageMaker can space words in a line of justified text. The range limits for "Minimum" and "Maximum" are 0% and 500% of "Desired."

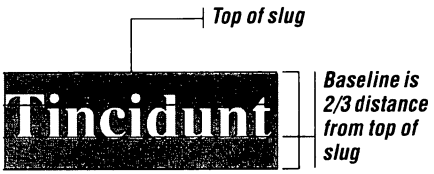
When specifying minimum, desired, and maximum word spacing, make sure that "Minimum" is less than or equal to the percentage set for "Desired," and that "Maximum" is greater than or equal to the percentage set for "Desired."

Letter space: Letter spacing is measured from the left edge of one letter to the left edge of the next letter. This distance, defined individually for each letter, is called the "pen advance." The "Desired" letter space is measured by the percentage of the space band that is added to or subtracted from the pen advance. The default "Desired" letter space is 0% (of the space band added to or subtracted from the pen advance). You can add or subtract any percentage from 0% to 500% of the space band. The values for "Minimum" and "Maximum" create a range within which PageMaker can space letters in a line of justified text. The range limits for "Minimum" and "Maximum"are -200% to 200%.

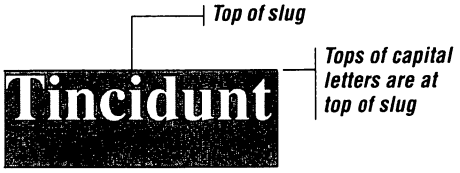
When specifying minimum, desired, and maximum letter spacing, make sure that "Minimum" is less than or equal to the percentage set for "Desired," and that "Maximum" is greater than or equal to the percentage set for "Desired."

Pair kerning: When "Auto above" is checked and the point size is greater than the size you have specified, PageMaker kerns (adjusts the space between) the pairs of characters specified in the current font. The pairs to be kerned and the kerning amounts are specified by the font designer. They can be changed with a commercially available kern-table editor.

Note: Kerning slows composition and the results may not be readily visible for small point sizes. To avoid this unnecessary processing, enter a number in the "Auto above" text box to indicate the lower limit on the size of the text to be kerned.



"Proportional" leading (Type is set 24 points on 36-point leading, or 24/36)



"Top of caps" leading (Type is set 24 points on 36-point leading, or 24/36)

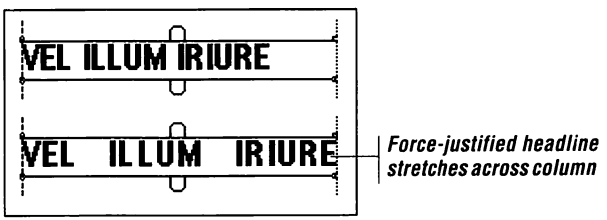
Leading method: Select "Proportional" or "Top of caps." With "Proportional" leading, the baseline of each line is placed two-thirds of the way down from the top of the slug. "Top of caps" leading places the baseline a distance from the top of the slug equal to the height of the tallest font ascender of the line. "Proportional," the default, is used for most publications.

Autoleading: If you have chosen "Auto" using the "Leading" command, type in this edit box the percentage of the font size to be used for automatic leading. The default used by PageMaker is 120%, which is 20% larger than the font's point size.

Reset: Resets all word and letter spacing in the paragraph to their default (preset, font-designed) specifications.

Tips

For a special effect, use the "Force justify" alignment option to stretch a single line of text—a headline, for instance—to fill a column.

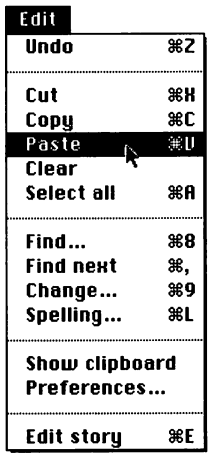


The following is an easy way to keep body text on the leading grid following a headline or inline graphic whose size has thrown the text off the grid: Check "Align to grid," and specify a grid size equal to the body text's leading for all paragraphs. PageMaker will automatically add extra space wherever needed to put text back in line with the leading grid. Paragraphs need not have paragraph rules to use the "Align to grid" option.

To add vertical space above a top rule, specify the amount of space using "Paragraph space: Before."

Paste

Edit menu
Layout and story views



Use the "Paste" command to put the last text or graphics cut or copied to the Clipboard back into your publication. If the Clipboard is empty, the "Paste" command is dimmed on the menu.

When you paste using the pointer tool, the position of the text block or graphic depends on whether or not the place on the page from which it was cut or copied is still displayed on the screen. If it is displayed, PageMaker pastes the text block or graphic at a slight offset from its original position. If the position is no longer displayed, PageMaker centers the text block or graphic on the screen.

Text pasted in this manner always becomes a separate text block that is not threaded to the other text in the publication, and that retains the formatting and line lengths it had when it was cut or copied. A graphic pasted with the pointer tool is independent of any text.

If you paste a graphic when the text tool is active and an insertion point exists, the graphic becomes an inline graphic at the insertion point.

You can paste three ways using the text tool. When you paste text:

- At an insertion point within a text block, the pasted text is threaded into the existing text block, retaining the formatting it had when it was cut or copied, but adjusting to the line length of the current text block.

- At an insertion point outside the existing text blocks, you create a separate text block. The line length of the new text block depends upon where you position the insertion point. If the insertion point is between column guides, the line length will be the width of the column; if the insertion point is outside the column guides, the line length will be the width of the image area.

- Using the drag-placing method, you create a new text block with a line length equal to the width of the space you have created.

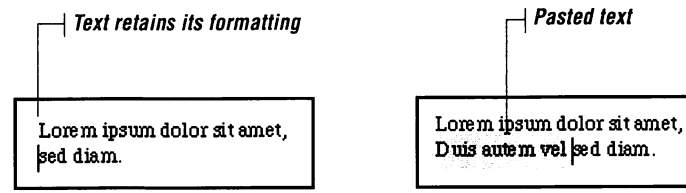
See also

Copy 143
Cut 152
Working with independent and inline graphics 80
Working with text blocks 61

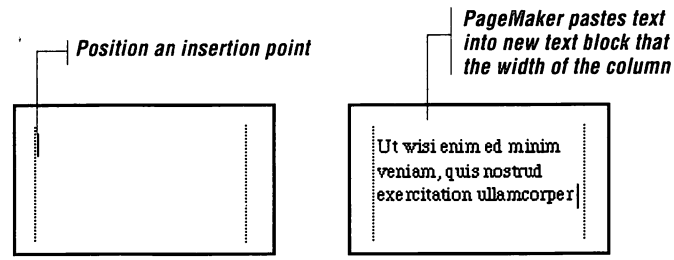
If PageMaker can read the type specifications as cut or copied from the Clipboard, the text will assume those specifications. Otherwise:

- Text pasted into an existing text block will have the font, size, spacing, style, and paragraph specifications of the preceding character (or, if you insert at the beginning of the text block, of the following character).
- Text pasted as a separate text block will have the default font, size, and paragraph specifications selected using the "Type specs...," "Paragraph...," and "Define styles..." commands from the Type menu.
- Text copied from another publication will be formatted using the defaults of the publication into which you are pasting. If you are copying text that uses a style sheet, the styles will be transferred just as if you were placing a document from a word-processing program that uses style sheets.

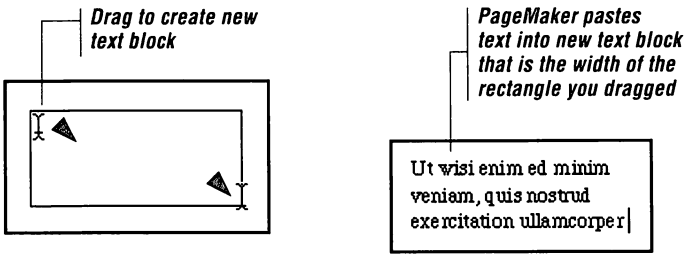
Pasting within text block



Pasting outside existing text blocks



Pasting by drag-placing



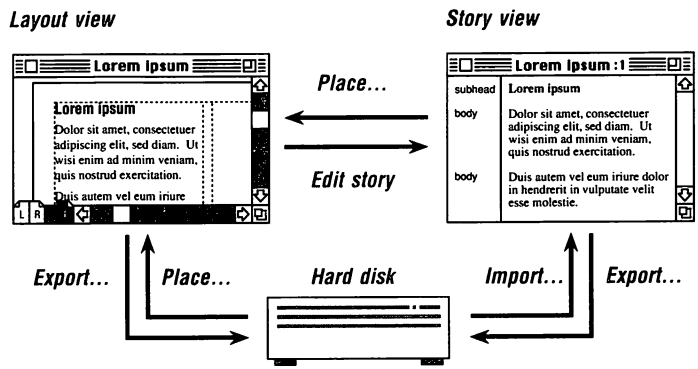
Note: 64K is the largest amount of text you can copy or cut to the Clipboard using the text tool. If you try to paste more than 64K with the text tool, PageMaker displays an alert warning you of the Clipboard limit.

Place...

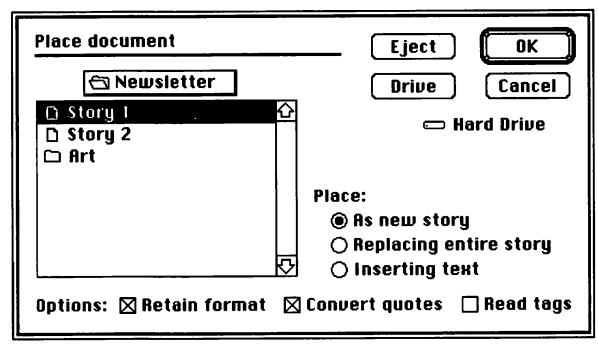
File menu
Layout view

Use "Place..." for the two-step process of importing a text or graphics file and laying it out on the pages of your publication.

It is important to distinguish "Place..." in layout view from "Place" in story view. "Place" takes the current story from story view and places it on the page, while "Place..." lets you select a file from disk to place on the page.



Choose "Place..." to display the "Place document" dialog box.



When you select a text file in the list box, the dialog box contains the following place options:

Place: The options listed under "Place" depend on whether a text file or graphics file is selected in the list box. The paragraphs that follow describe the text options first and then the graphics options.

See also

Autoflow 131
Replacing a graphic 302
Replacing text 303
Snap to guides 257
Working with independent and inline graphics 80

As new story: With nothing selected in the publication, adds the story to your publication. If you select a file type from the list box that PageMaker does not recognize, the option dims, indicating an invalid selection.

Replacing entire story: With a story selected, deletes the existing story and replaces it with the story you select from the list box, flowing it into the same placement and text blocks.

Inserting text: With an insertion point in the story, inserts text at the insertion point.

When text is selected, an alternative option becomes available:

Replacing selected text: With text selected, deletes selected text and replaces it with new text.

Options: The following options are available only when you are placing text:

Retain format: When checked, imports the associated style sheet along with the document. When unchecked, the text document is placed according to PageMaker's default type specifications rather than the formatting specified by the word-processing program that was used to create the document.

Convert quotes: When checked, PageMaker converts ordinary double quotation marks, nested single quotation marks, and the apostrophes used in contractions and possessives into typeset-style quotation marks and apostrophes. Ordinary quotation marks following numbers to indicate inches or feet are not converted to typeset-style quotation marks.

Converting quotation marks

This	Becomes this
"Ann"	“Ann”
'Ann'	‘Ann’
Ann's	Ann’s
15'	15′
15"	15″

Read tags: When checked, PageMaker looks for style name tags to format paragraphs. If a style name tag in the text that is being placed matches a style defined in PageMaker, PageMaker will format paragraphs using that style. The style name tag must be enclosed in angle brackets (< >) and placed at the beginning of the paragraph in the word-processed text. This option is only relevant for placing text from word-processing programs that do not use defined styles.

Note: Files placed as new graphics or new stories honor the link defaults specified in the "Links" dialog box. Depending upon the current default and type of file, PageMaker either copies the entire file or a lower-resolution version into the publication. Graphics or stories that replace items with external links will have their links updated. For more information on linking, see the command description "Links..."

When you select a graphic in the list box, the dialog box contains the following place options:

As independent graphic: Adds the selected graphic to your publication. If you select a file type from the list box that PageMaker does not recognize, the option dims, indicating an invalid selection.

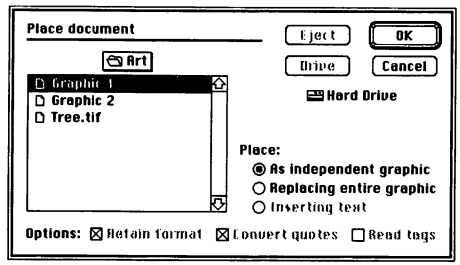
Replacing entire graphic: When you select a graphic, deletes the existing graphic and replaces it with the graphic you select from the list box.

When the text tool is active and an insertion point exists, an alternative option becomes available:

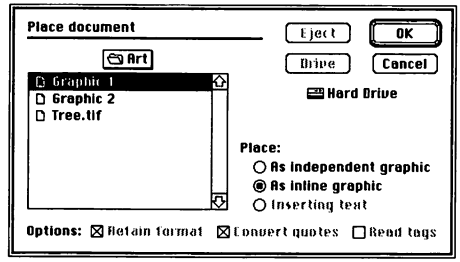
As inline graphic: Adds the selected graphic to your publication at the insertion point.

Note: When you place an inline graphic, it automatically joins the text flow at the insertion point. The text cursor does not change to a loaded icon.

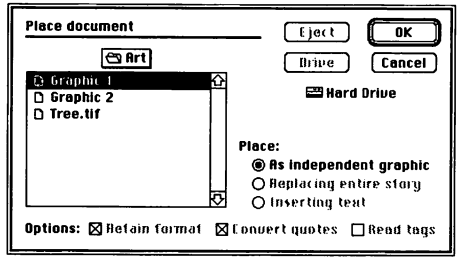
If a graphic is selected in the publication

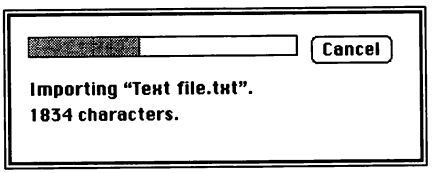


If an insertion point is placed in the text



If nothing is selected in the publication





When you place an external text or graphics file, PageMaker displays a progress alert while the file is being imported through a filter. If you chose the wrong file, click the "Cancel" button on the progress alert.

When you click "OK" in the dialog box, the pointer is loaded with a copy of the text or graphics file and changes to one of the following icons:

For a text document when "Autoflow" is unchecked on the Options menu (manual)

For a text document when "Autoflow" is checked (automatic)

For a text document when "Autoflow" is checked and the Shift key is pressed (semi-automatic)

For a bitmapped, or paint-type, graphic

For an object-oriented, or draw-type, graphic

For a scanned image created as a tag image file format (TIFF) file

For a document in Encapsulated PostScript (EPS) format

For graphics from the Scrapbook. (Select the Scrapbook file in the System folder; the pointer changes to an icon that displays the number of graphics currently in the Scrapbook.)

When placing word-processed documents, you can control text flow in three ways:

- Automatically from column to column and page to page—creating new pages if necessary—until all text has been flowed. Text stops flowing only if you interrupt the flow, if the publication reaches 999 pages (maximum publication size), or if there is no more text to place.

- Autoflow is an option only when you are flowing text onto the publication pages. You cannot flow text automatically on the pasteboard, on master pages, between columns, or when inserting text within an existing text block.

- Semi-automatically, from wherever you start to the bottom of that column, where the loaded text icon appears again.

- Manually, from wherever you start to the bottom of the column, where you then see a windowshade handle with either a +, a ▼, or an empty handle. A + indicates that the text block is threaded to text blocks that follow. A ▼ indicates unplaced text, and an empty handle indicates that there is no more text to place.

If you are flowing text automatically, you can always temporarily override the current flow mode using the Shift and Command keys. PageMaker will automatically revert to autoflow afterward.

To interrupt an autoflow in progress, click the mouse button. Then, to change the flow from automatic to semi-automatic or from semi-automatic to automatic, hold down the Shift key and click. To change the flow from automatic to manual or from manual to automatic, hold down the Command key and click.

Tips

The easiest way to place a word-processed document in your PageMaker publication is to turn on "Autoflow" on the Options menu. Text you place will then flow automatically from column to column and from page to page, creating new pages if necessary.

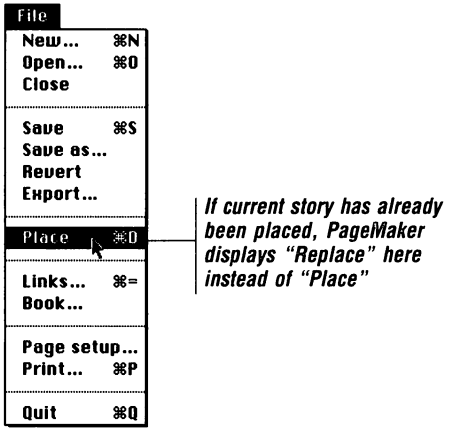
To ensure that a graphic retains the size and resolution you want when you place it in PageMaker, be sure to save it at the size and resolution you want in the graphics program.

If you want a graphic to align automatically with the nearest guide when you place it, turn on "Snap to guides" on the Options menu, and place the graphic in close proximity to the guide.

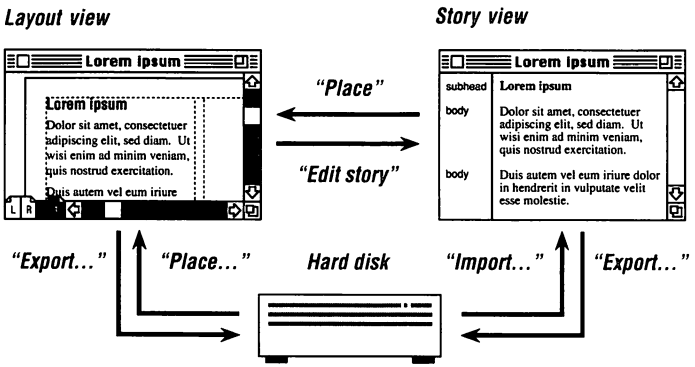
If you decide not to place the loaded pointer's file, click the pointer tool to cancel the placement.

Place (Replace)

File menu
Story view



Use the "Place" command to close a new story in the current story window and place it on the page in layout view with the loaded text icon. You then have the same options for controlling text flow as you do with the "Place..." command available in layout view. Note that, unlike "Place...," "Place" does not import a file from the disk and so does not display a dialog box.



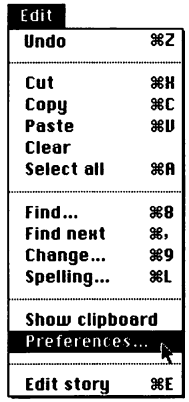
If the current story has already been placed, PageMaker displays "Replace" on the File menu. Choosing "Replace" closes the story window, returns you to layout view, and reflows the story automatically. Any other open story windows remain open until you close them individually or close the publication window.

See also

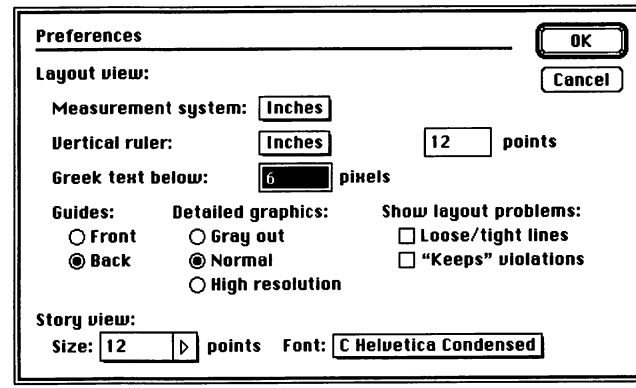
Autoflow	131
Close story	139
New story	204
Place...	221
Replacing text	303
Story editor	48

Preferences...

Edit menu
Layout and story views



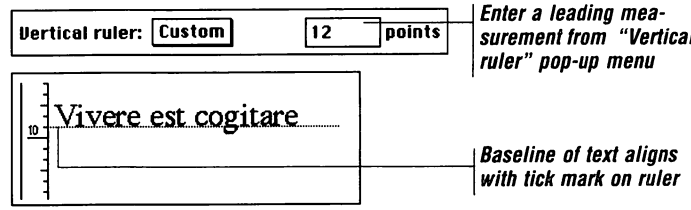
Choose "Preferences..." to display the "Preferences" dialog box for customizing your publication window. If you have a publication open, the options you choose in the "Preferences" dialog box apply to that publication only. If you have no publication open, the options you choose apply to any publication you open.



Layout view: The following options apply to layout view.

Measurement system: This pop-up menu lists the options for your publication's measurement system: Inches, Inches decimal, Millimeters, Picas (and points) and Ciceros.

Vertical ruler: This pop-up menu lets you set the unit of measure for the vertical ruler differently from the publication's measurement system. If you choose "Custom" you can set the vertical ruler to match your leading by typing that measurement in the edit box on the right. Then, if "Snap to rulers" is on, PageMaker aligns the baselines of selected text to the vertical ruler's tick marks.



See also

Alignment 131
Hyphenation... 174
Layout grid 12
Spacing between letters, words, and lines of text 71

Greek text below: Here you can specify the size below which PageMaker will display text as greeked text in layout view. To increase the speed with which PageMaker displays text, set this option to display greeked text below the default setting of 6 pixels; text at that size is usually too small to read in any case.

Guides: Check "Front" to display all nonprinting margin, column, and ruler guides in front of text and graphics in the publication window. Check "Back" to display them behind text and graphics, letting you adjust rules, text, and graphics without accidentally moving the guides.

Detailed graphics: These options let you choose between a fast screen display and highly detailed screen display of non-PageMaker graphics. For fastest screen display, click "Gray out"; PageMaker displays gray forms in place of the graphics. Click "Normal" to display non-PageMaker graphics as low-resolution screen images. With "Normal" selected, PageMaker displays large PICTs (over 64K) as monochrome TIFF images, and TIFF images as low-resolution screen images. Click "High resolution" to display images at full resolution (including color)

Show layout problems: When you check "Loose/tight lines," PageMaker highlights lines of text that it identifies as having either too much letter or word spacing (loose) or too little (tight) based upon the spacing limits let in the "Spacing attributes" dialog box. You can then adjust these lines until the problem is corrected. Note that, in general, only justified text can be forced into loose or tight spacing.

When you check "'Keeps' violations," PageMaker highlights lines of text that violate the widow, orphan, or keep-with-next controls that you set in the "Paragraph specifications" dialog box. Violations can occur when PageMaker must make composition choices that prevent it from honoring the settings you've made.

Story view: The following options apply to story view.

Size: Specify the point size of the text displayed in story view.

Font: Specify the font in which you want text displayed in story view.

Tips

When choosing a measurement system, specify the unit of measure you will use most frequently. If necessary, you can temporarily override that system in any dialog box by typing after the value *i* for inches and *p* for picas, and before the value *p* for points. For example, to express 4 picas and 6 points, you would type "4p6" in the text box.

You can change the unit of measure at any time without affecting anything already on the page. However, for best results, use the same unit of measure in the rulers throughout your publication. Otherwise, you may have trouble aligning items that have been positioned prior to changing the unit of measure.

To temporarily set your preference for graphics to "High resolution," hold down the Command key while you click to place a graphic or as the screen redraws.

Print...

File menu
Layout and story views

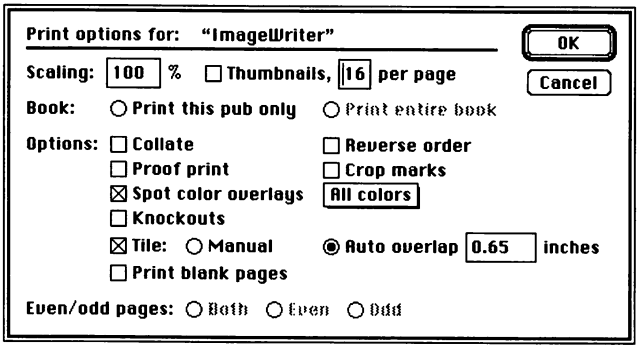
Use "Print..." to print one or more copies of your publication.

Before you choose "Print...," make sure that the printer selected is the one intended. You make or verify a printer selection using "Chooser" on the Apple menu. For more information about using "Choose," refer to your Macintosh documentation.

The dialog boxes that PageMaker displays when you choose the "Print..." command are specific to the printer you are using. QuickDraw printers and PostScript printers using the Apple printer driver display one series of dialog boxes, and PostScript printers using the Aldus printer driver display another series.

Printing to QuickDraw printers

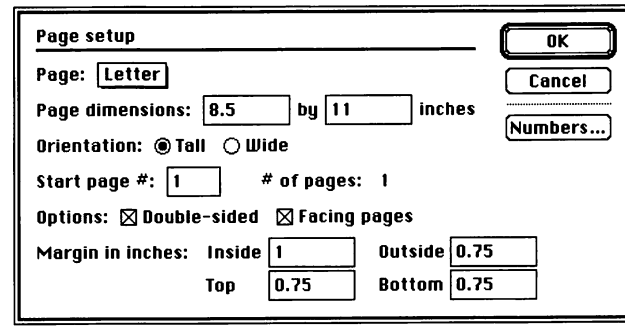
When you print to an Apple ImageWriter® printer or other QuickDraw printer, PageMaker displays a succession of three dialog boxes. The first contains print options offered by Aldus, the second is the standard Apple "Page setup" dialog box, and the third is another Apple dialog box specific to your printer.



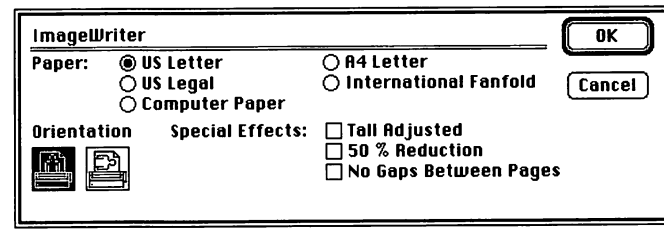
ImageWriter "Print options for" dialog box

See also

Book...	132
Color in publications	89
Commercial printing	122
Fonts	65
Printing	115



ImageWriter "Page setup" dialog box

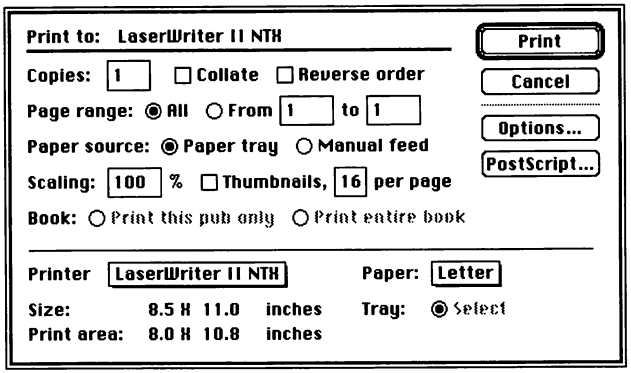


"ImageWriter" dialog box

For example, if you selected "ImageWriter" in "Chooser" and chose the "Print..." command, PageMaker displays the "Print options for: ImageWriter" dialog box.

Printing to PostScript printers

When you print to a PostScript printer, such as an Apple LaserWriter Plus or a Linotronic, you can use the Aldus printer driver (Aldus Prep) or the Apple printer driver (LaserPrep). The article "Printing" describes the benefits of each driver in detail. PageMaker's default is the Aldus PostScript driver. When you choose "Print..." using the Aldus driver, PageMaker displays the "Print to: (PostScript printer name)" dialog box, in which you can select the type of PostScript printer you specified in Chooser. Clicking the "Options..." button displays another dialog box in which you can select PageMaker print options available on PostScript printers. Clicking the "PostScript..." button displays a dialog box in which you can select PostScript print options.



"Print to" dialog box

To use the Apple PostScript driver, hold down the Option key while you choose "Print..." The dialog boxes you see will be the same succession of three dialog boxes shown previously for QuickDraw printers: Aldus' print options, the standard Apple "Page setup" dialog box, and another Apple printer-specific dialog box.

"Print to: (PostScript printer name)" dialog box

Choosing "Print..." displays the "Print to: (PostScript printer name)" dialog box for the Aldus driver.

Copies: Type the number of copies you want printed, if you want more than one.

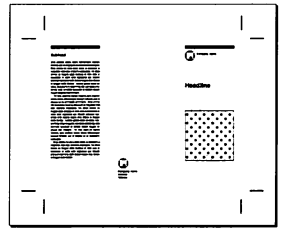
Collate: When checked, one complete copy of the publication is printed before starting the next copy.

Reverse order: Some printers print from the front of the publication to the back. Other printers print back to front. Check this option to reverse the printing order.

Page range: If you leave "All" selected, PageMaker prints all the pages in your publication. To print a range of pages, select "From" and type the beginning and ending page numbers in the "From" and "to" boxes.

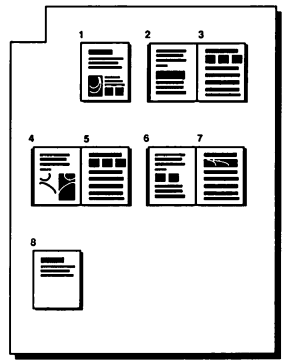
Paper source: If your printer is using a paper tray, select "Paper tray." If you are feeding sheets manually, select "Manual feed."

A reduced page centered on paper



Scaling: With this option you can reduce or enlarge the pages from 25% to 1000% of their original size. PageMaker centers reduced and enlarged pages on the paper. If an enlarged page exceeds the length or width of the paper, you may lose some of the image. To avoid this problem, check the "Tile" option in the "Aldus print options" dialog box, available when you click the "Options..." button.

Thumbnails are miniature copies of your pages



Thumbnails: When checked, PageMaker prints up to 64 thumbnails (miniature versions of the selected pages) on a page so you can review the general layout of graphics and text blocks in a publication.

Book: To print all publications in the current publication's book list, select "Print entire book." To print only the current publication, select "Print this pub only." This option is available only when the current publication contains a book list.

Note: PageMaker uses the print specifications in the current publication to print all the publications in the book list. If you are using the Aldus driver you can override these specifications. To override, hold down Option when you click the "Print" button. PageMaker will then use the specifications stored with each publication. You cannot override the specifications if you are using the Apple driver.

Printer: This pop-up menu displays a list of all the printers that have an Aldus printer description file (APD) in the Aldus folder. The printer you select affects choices for some other selections in the dialog box. Normally, you select the model name of the printer you selected in "Chooser."

After you have selected a printer model in the printer pop-up menu, that printer remains selected even if you click "Cancel." This lets you select your printer when you set up a newpublication before you place and resize image graphics.

Paper: Select a paper size from this pop-up menu. Choices depend upon the printer selected.

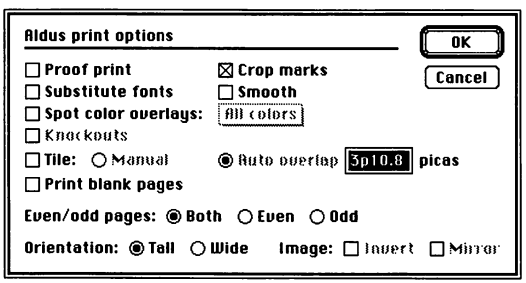
Size: The dimensions of the selected paper size appear here. The unit of measure is the one you chose in the "Preferences" dialog box.

Print area: The dimensions of the area on the page within which the printer can print appears here. The unit of measure is the one you chose in the "Preferences" dialog box.

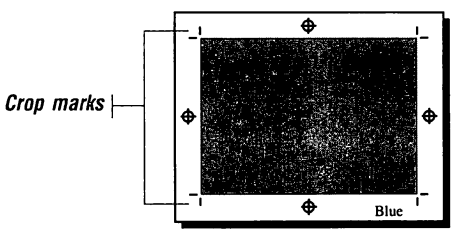
Tray: Some printers give you a choice of paper trays, such as "Upper" and "Lower" or "Deep" and "Large." These options will depend upon the printer selected. When the selected printer offers no tray selection options, the word "Select" appears and is dimmed.

"Aldus print options" dialog box

Clicking the "Options..." button in the "Print to: (PostScript printer name)" dialog box displays the "Aldus print options" dialog box.



Proof print: When this option is checked, only the text in your publication prints. Graphics are marked by placeholders but are not printed. Because graphics can take a great deal of time to print, printing proof copies saves time when you only want to proofread text.



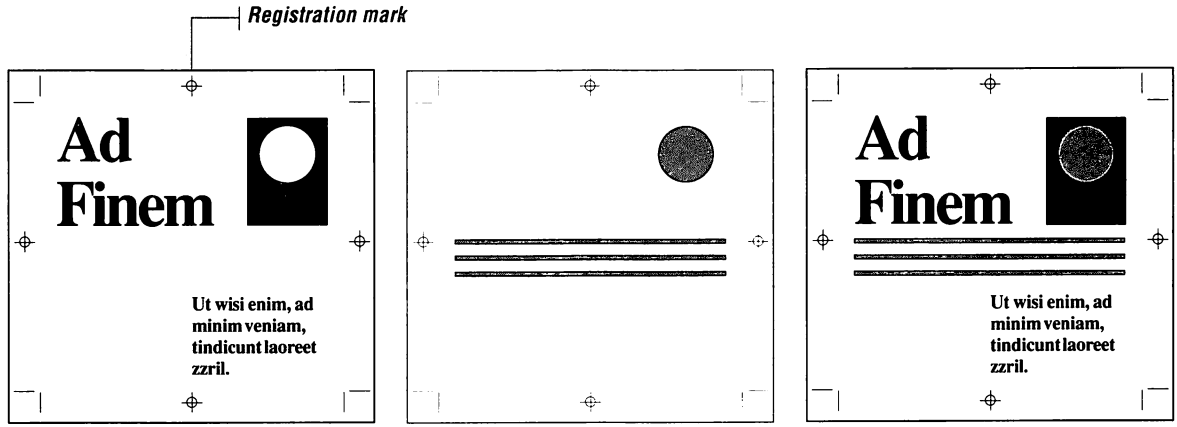
Crop marks: When this option is checked, the printed copy has marks that indicate the boundaries of your publication's page, indicating where the paper should be trimmed. Crop marks appear only if the page size (determined in the "Page setup" dialog box) is at least 1/2 inch smaller that the paper size selected in the "Print to (name of PostScript printer)" dialog box.

Substitute fonts: When this option is checked, PageMaker substitutes existing printer fonts for certain screen fonts that do not have corresponding printer fonts. "New York" will print as "Times," "Geneva" as "Helvetica," and "Monaco" as "Courier."

In most cases, you will want to substitute fonts because the bit-mapped screen fonts take a great deal of time to print and are less readable than printer fonts.

Smooth: When this option is checked, PageMaker smooths the edges of paint-type graphics to make them look less ragged when printed. However, smoothing can darken the image and possibly make it look worse. Smoothing also slows printing.

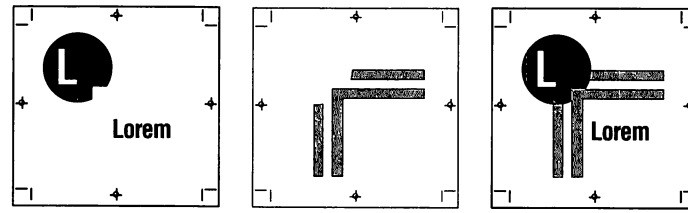
Spot color overlays: If you have used color in your publication, you can print a separate page for each color in your publication by checking this option. You can then take these pages to a commercial printer, who can use them to print color overlays for your publication. From the "Spot color overlay" pop-up menu you can choose to print the overlays for all colors or for one color only.



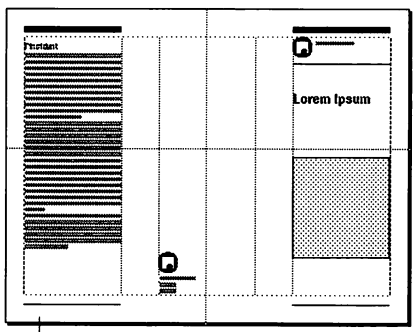
First color *Second color* *Commercially printed page*

Knockouts: When this option is checked, PageMaker creates a blank spot on the bottom overlay where colors overlap. Colored objects are cut out on each overlay according to the order of their drawing layers in PageMaker. This option is only available when you check "Spot color overlays."

Knockouts selected



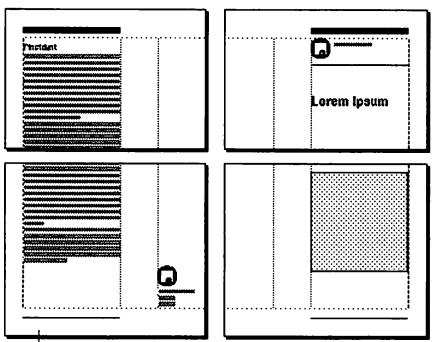
First color *Second color* *Commercially printed page*



A page divided into four tile segments

Tile: When this option is checked, oversized publication pages are printed in sections, or tiles, on more than one page. (To make a complete publication page, you must assemble the tiles.) In "Scaling" in the "Print to: (PostScript printer name)" dialog box, make sure you've specified the percentage of enlargement, if any.

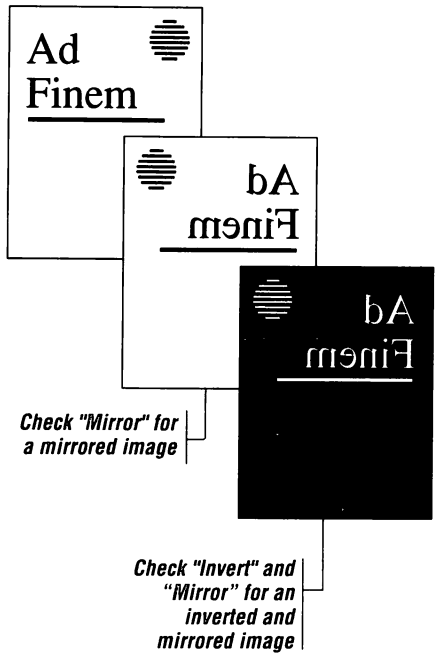
To tile automatically, select "Auto overlap" and type a value in the edit box to set the minimum amount of overlap between tiles. Or select "Manual" to control what prints on each tile. Drag the zero point to reset the upper-left corner before printing each tile.



The four tiles ready to be assembled

Print blank pages: Leave unchecked if you want to suppress the printing of blank pages within a document (except those inserted during double-sided printing). If you are using spot-color overlays, "Print blank pages" is not available, and the printing of blank pages is always suppressed.

Even/odd pages: With default "Both," PageMaker prints odd as well as even pages. If you want to print double-sided copies, first print the "Odd" pages, and then flip or rotate the pages, depending upon the printer, and place them back in the printer input tray. Then print the "Even" pages, with the "Reverse order" option checked. This option is available only when the "Spot color overlays" and "Thumbnails" options are not selected.

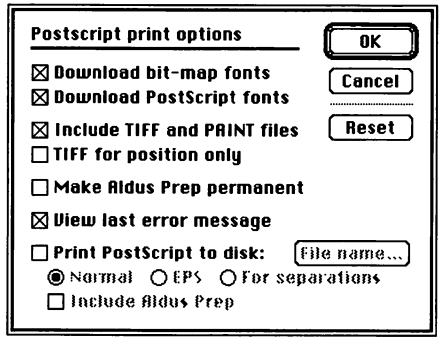


Note: The orientation of paper in the paper tray for correct double-sided printing is highly printer specific. You may need to experiment with the printer to understand how to position the paper before you print a large document in this fashion. Some printers do not allow printed paper to pass through again without damage. Read your printer documentation.

Orientation: The paper orientation you check here must match what you specified in the "Page setup" dialog box. "Tall" is also known as "Portrait," and "Wide" is also known as "Landscape."

Image: Use these options for special printing requirements, usually relevant when printing to a high-resolution printer/typesetter. Check "Mirror" if your publication will be printed on a clear film, emulsion side up (normally, it is down). Check "Invert" to make a negative image of your publication.

"PostScript print options" dialog box



If you plan to create a PostScript file, click the "PostScript..." button in the "Print to: (PostScript printer name)" dialog box to display the "PostScript print options" dialog box.

Download bit-map fonts: When this option is checked, PageMaker downloads bitmapped fonts when PostScript fonts cannot be found. If your color-separation utility cannot download these fonts, or if you are not using bitmapped fonts for special effects, uncheck this option.

Download PostScript fonts: When this option is checked, PageMaker downloads PostScript fonts not in your printer. If your color-separation utility cannot download these fonts, or if your service bureau already has all the fonts you are using and has not given you an APD file, uncheck this option and the "Download bit-map fonts" option.

Include color images: Leave this option unchecked if you are printing color-separation files. Otherwise, check it if you are either printing color comprehensives to a color PostScript printer or printing a grayscale version of TIFF images.

Make Aldus Prep permanent: When checked, this option makes Aldus Prep a permanent resident of your printer until the printer is turned off. Otherwise Aldus Prep is sent separately with each job.

Note: Aldus Prep is revised with each new version or release of PageMaker. More recent versions of Aldus Prep, such as the PageMaker 4.0 version, can be used when printing publications from older versions of PageMaker, but not vice versa. If you are sharing a printer as part of a work group, verify that only the most recent version of Aldus Prep is resident on the printer.

View last error message: When this option is checked, PageMaker displays status messages from the printer until your publication is printed. If printing is halted for any reason, PageMaker displays an error message explaining the cause of the problem. Generally, you should use this option only if you are trying to diagnose printing problems.

TIFF for position only: When this option is checked, PageMaker prints the lower-resolution version of the TIFF images in your publication. If you are printing color-separation files, leave this option unchecked.

Print PostScript to disk: When checked, this option lets you save PostScript descriptions of your pages to a disk. Check this option if, for example, you are preparing a publication for printing by a service bureau. The following options then become available:

Normal: This is the standard option used for publications of multiple pages. You should also select this option if you want to send your publication to a service bureau or to a printer in another location.

EPS: This option saves a single page of your publication as an Encapsulated PostScript (EPS) file and adds the PostScript comments required for an EPS-formatted document. It also saves a screen picture of the page so that, when you place and manipulate it in PageMaker, you can see how it will look when printed. You cannot create an EPS file of thumbnails, more than one page, spot-color overlays, or a tiled page.

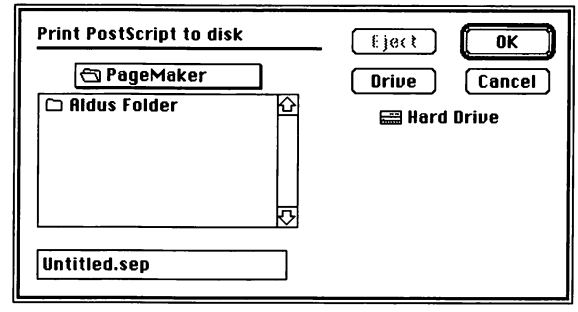
For separations: Prepares the publication to be sent to a color-separation program such as Aldus PrePrint

Include Aldus Prep: Aldus Prep is a PostScript dictionary that you must send to your printer if you want to use the Aldus printer driver. Check this option unless you know your printer or service bureau already has Aldus Prep available.

File name...: To name the PostScript file and select the disk, click this button. The "Print PostScript to disk" dialog box appears.

Reset: Returns options to the application defaults.

"Print PostScript to disk" dialog box



Clicking the "File name..." button in the "PostScript print options" dialog box displays the "Print PostScript to disk" dialog box in which you can name the publication file you are saving and specify where you want it saved. PageMaker generates a filename and, if you've selected "EPS" or "For separations," adds a file extension appropriate to the file type you are printing to disk. For example, if you click "For separations" in the "PostScript print options" dialog box and then click the "File name..." button, PageMaker adds ".sep" to the file name in the text box to indicate that the file is formatted for a separation program.

Tips

Different commercial printing processes may require that knockouts be sized to compensate for loose or tight registration. For this reason, you might want to leave "Knockouts" unchecked and have your commercial printer cut out overlapping colors for you.

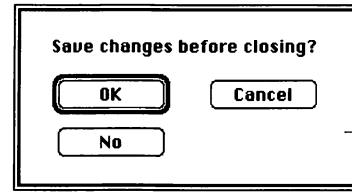
Be sure that your index and table of contents are up to date before you print. PageMaker does not alert you when they are out of date. ❦

Quit

File menu
Layout and story views

Use the "Quit" command to leave PageMaker and return to the Finder.

Choose "Quit" from either the publication window, story view, or the PageMaker desktop to return to the Finder.



PageMaker prompts you to save your unsaved files when you choose "Quit"

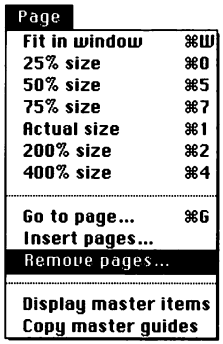
If you quit without saving your most recent changes, PageMaker prompts you to save them. If your publication is untitled, PageMaker responds with the "Save publication as" dialog box, in which you can name and save your publication.

See also

Save 246
Save as... 247

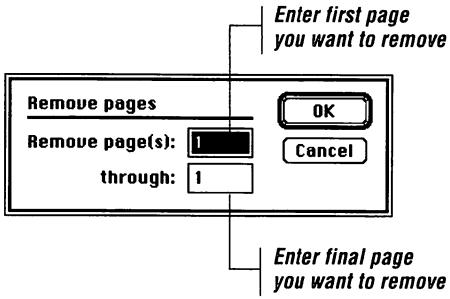
Remove pages...

Page menu
Layout view



Use the "Remove pages..." command to delete one or more pages, as well as everything on those pages, from your publication.

Choose "Remove pages..." to display the "Remove pages" dialog box.



To save text or graphics from the pages you are removing, drag the items onto the pasteboard before removing the pages.

When you remove a page, PageMaker automatically rethreads text that comes before and after the deleted pages and then renumbers all following pages. If the publication is double sided with different inside and outside margins and you delete an odd number of pages, PageMaker automatically shifts the margins of the following pages.

To delete the contents of a page but not the page itself, make sure the pointer tool is active and then select the objects and text you want to delete. Hold down the Shift key and click to add objects or text to the selection. Next choose "Clear" from the Edit menu, or press either the Backspace or Clear key.

Alternatively, to delete the contents of a page, make sure the pointer tool is active and choose "Select all" from the Edit menu to select the contents of the publication window, including everything on the pasteboard. If you want to preserve any object on the pasteboard, cancel its selection by holding down the Shift key and clicking the object. Then choose "Clear" or press the Backspace or Clear key. ❦

See also

Clear 137
Insert pages... 187
New... 200

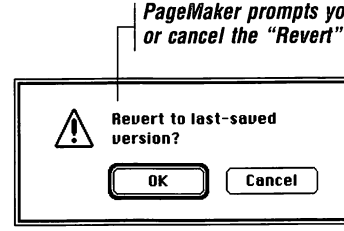
Revert

File menu
Layout and story views

Use the "Revert" command to delete all changes made since you last used the "Save" or "Save as..." command and to revert to the version of your publication or template that has been most recently saved. This command can also restore a "mini-save," which is a version of the file that PageMaker saves automatically whenever you move to a different page in your publication, insert or delete a page, print, copy, or change the page setup.

Reverting to the last-saved version is the same as closing the publication without saving your changes from the current session and then reopening the publication. Reverting to the last mini-save version is the same as canceling the changes you have made since performing any of the actions listed above.

To revert to the last mini-save version, hold down Shift while you choose "Revert." Whenever you revert to either the last-saved or last mini-saved version, PageMaker displays an alert so that you can confirm or cancel the "Revert" command.



If you are working on an unplaced story in story view and you choose "Revert," you will lose the story. You will also lose any links updated since the last save when you choose "Revert."

Tip

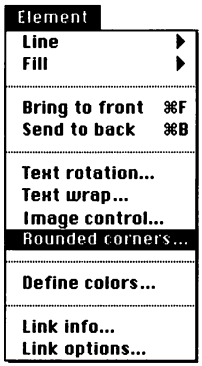
"Revert" is an all-or-nothing command: You cannot restore some pages and keep changes on others. This is especially important when working in story view, where using "Revert" to abandon a particular story may also cause you to abandon changes to other stories in the publication. Because "Revert" restores every page in the publication to its prior state, you may sometimes prefer to correct individual pages instead.

See also

Save 246
Save as... 247

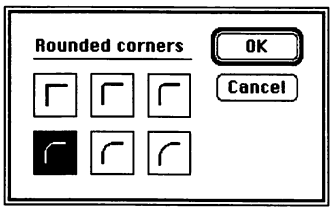
Rounded corners...

Element menu
Layout view



Use the "Rounded corners..." command to control the shape of corners on rectangles and squares that you draw in PageMaker. You can change square corners to rounded corners, and vice versa.

Choose "Rounded corners..." to display a dialog box that illustrates the various corner styles you can apply.



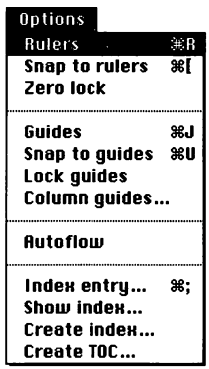
If no objects are selected, your choice of corners becomes the default for new rectangles and squares drawn with the rounded-corner tool, but not for those drawn using the square-corner tool. ❦

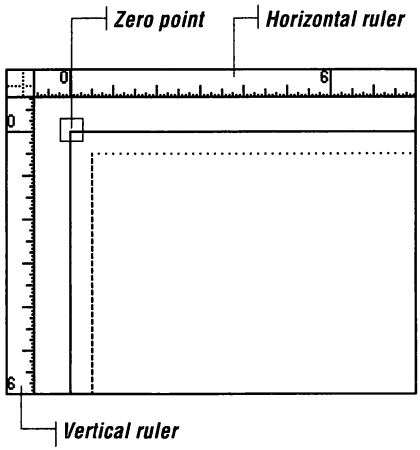
See also

Drawing tools 87

Rulers

Options menu
Layout view





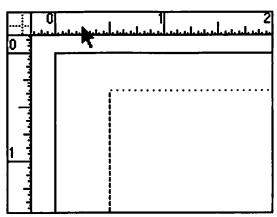
Use the "Rulers" command to display PageMaker's horizontal and vertical rulers in the publication window. When the command is checked on the menu, the rulers are displayed; when it is not checked, the rulers are hidden.

Ruler guides form horizontal and vertical extensions of the rulers' tick marks on your page. You can display up to 40 ruler guides in any combination of horizontal and vertical. Ruler guides copied from the master pages count toward the total of 40.

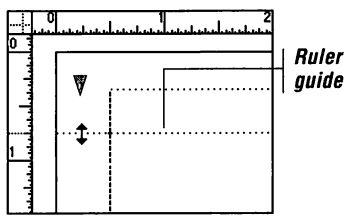
Both rulers display tick marks in the unit of measure you specify using the "Preferences..." command from the Edit menu. As you move the pointer, dotted lines follow in both rulers to show the exact position of the pointer.

The increments shown in the rulers depend upon the size and resolution of your screen, the unit of measure you specify, and the display size you select (for example, "Fit in window," "Actual size," and so on). The smaller the page display size, the larger the increments shown. At any display size, the tick marks in the rulers are precise to within 1/2880th inch (0.00882mm). Anything you align with a tick mark will appear at that exact place at any display size. Items aligned between tick marks will be positioned less accurately.

Position pointer over horizontal ruler and press mouse button



Drag horizontal ruler guide down from horizontal ruler



See also

Guides	171
Layout grid	12
Preferences...	227
Snap to rulers	258
Zero lock	276

Tips

On the master pages, position the ruler guides that you want repeated throughout the publication. On publication pages, position those that you want to vary from page to page.

To position ruler guides behind text, choose "Preferences..." from the Edit menu and set the "Guides" option to "Back."

Save

File menu
Layout and story views

Use the "Save" command to save the most recent changes made to your publication (including all open stories) or template under the same filename. If the publication or template is untitled, PageMaker responds with the "Save publication as" dialog box.

Use "Save" while you work, leaving your publication on the screen to continue working on it. PageMaker saves the publication with the name shown in the title bar, replacing any previous version of the publication.

Each time you move to another page, click the current page icon, print, copy, insert or delete a page, or change page setup, PageMaker automatically performs a mini-save to preserve any changes you made since your last save. If your computer malfunctions or loses power, you can open your publication to the last mini-save. As a result, you rarely lose more than a page of work. The creation of mini-saves, however causes the publication to grow with each use of the "Save" command. To compress the publication to its smallest size, choose "Save as..."

If your disk does not have enough space available when you try to save a publication, PageMaker warns you with an alert. To save the publication to another disk, return to the publication window and use the "Save as..." command.

Tips

To ensure that you do not accidentally lose changes to your publication, save often and make backup copies of your documents.

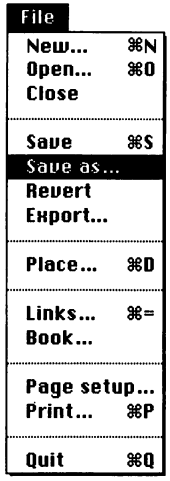
If you make changes to your publication that you later regret, you can abandon those changes, as well as the mini-save version, by choosing "Revert" from the File menu. PageMaker prompts you to confirm this command and then displays the version you last saved. ❦

See also

Revert 243
Save as... 247

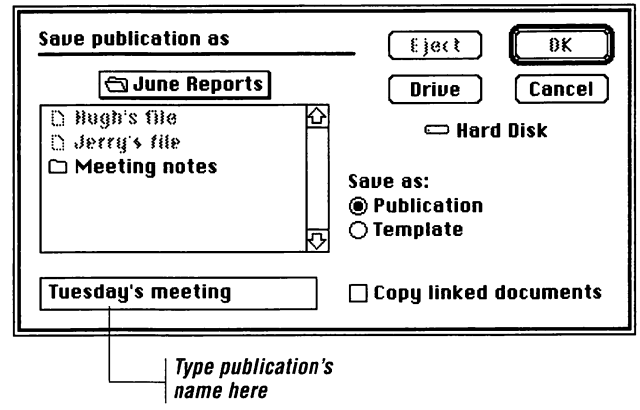
Save as...

File menu
Layout and story views



Use the "Save as..." command to:

- Name and save a new publication or template
- Change the name of a publication or template
- Change the disk or folder the publication or template is saved on
- Make a copy of an existing publication or template, giving it a new name while the original remains unchanged
- Reduce the size of a publication or template file by deleting the internally stored mini-save version of the publication that is automatically created each time you go to another page, insert or delete a page, click on the current page icon, print, copy, or change the page setup
- Save a publication that will be taken to a service bureau or another computer, saving linked files together in one place



See also

Linking text and graphics files to your publication 41
Links... 194
Save 246

Choose "Save as..." from the File menu to display the "Save publication as" dialog box.

Save as: This option lets you save as either "Publication" or "Template." If you save a publication as a template, PageMaker saves that publication as a template file type instead of as a publication file type. When you select a publication in the "Open publication" dialog box, PageMaker uses the file type to determine whether to open a copy (template) or the original (regular publication).

Copy linked documents: Check this option to copy all externally located files to the folder in which your publication is being saved. If there is not enough room for both your publication and its linked files, PageMaker displays an alert to this effect and none of the linked files is copied.

Using "Save as..." deletes the last mini-save version that PageMaker creates each time you go to another page, insert or delete a page, or change the page setup. Consequently, a publication saved in this manner is reduced to its actual size, consisting of only the most recent version. In PageMaker 4.0, the "Save" command functions in the same way, reducing a publication to its most compact size.

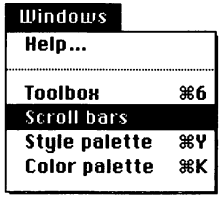
If you type a filename that already exists, PageMaker will ask if you want the current publication to replace the existing one. Click "Yes" to replace the existing publication; otherwise, click "No" and type a new name for the current publication.

Tip

To take a publication and its linked documents to a printer or service bureau, check "Copy all linked files" in the "Save publication as" dialog box to save all the files linked to your publication in the same folder. Then copy the contents of the folder to one or more disks for portability. ❦

Scroll bars

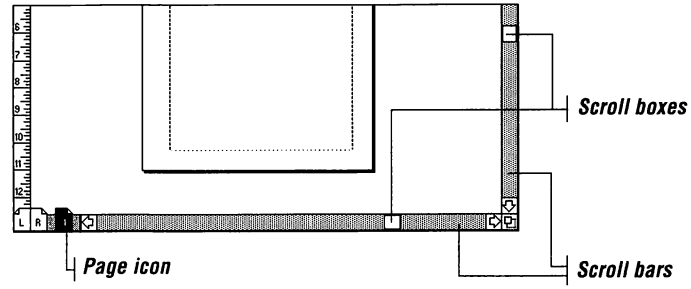
Windows menu
Layout view



Use the "Scroll bars" command to display or remove the scroll bars from the publication window. You can use the scroll bars to move horizontally or vertically in the publication window. To move a short distance, click an arrow at the end of a scroll bar. To move a greater distance, click in the gray portion of a scroll bar, or drag the scroll box to a position in the scroll bar that represents where you want to be in the publication window.

When you open a publication window, the scroll bars are displayed if the "Scroll bars" command was checked (√) when the publication was last saved. To see more of the publication window, hide the scroll bars by choosing "Scroll bars."

When the scroll bars are hidden, you can still move around in the publication window using the grabber hand, which you display by simultaneously holding down the Option key and the mouse button. To move in the window using the grabber hand, simply drag the hand to a new position.



However, hiding the scroll bars also hides the page icons. If you want to move to a different page, you have the following options:

- Choose the "Go to page..." command from the Page menu.
- Press Command + Tab to move to the next page.
- Press Command + Shift + Tab to move to the previous page.

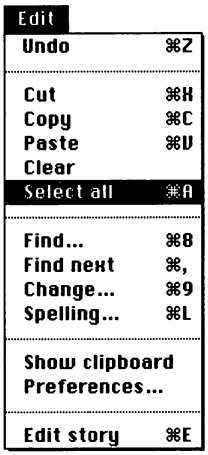
To redisplay the scroll bars, choose "Scroll bars" again. You cannot remove the scroll bars in story view because scrolling is the only way you can move in the story window. ❦

See also

Go to page... 170
Moving around in your publication 24

Select all

Edit menu
Layout and story views



"Select all" selects entire contents of publication window

Use the "Select all" command to select an entire story or the contents of the publication window (current page plus pasteboard).

What you select with "Select all" depends upon which view you are in and which tool is active:

- In story view, the entire current story is selected.
- In layout view, with the text tool active and an insertion point in the text, the entire story is selected. PageMaker highlights the text block containing the insertion point and all text blocks threaded to it, including text blocks on pages before and after the current page.
- In layout view, with any tool but the text tool or cropping tool active, the contents of the publication window, including everything on the pasteboard, are selected.

Tips

This command is especially useful when manipulating a number of graphics or graphic elements on the page. If, for instance, you want to delete all but one or two graphics or graphic elements, choose "Select all," cancel the selection of the graphics you want to keep (by holding down Shift while clicking the mouse button), and delete the remaining selected graphics. This process can be much simpler than individually selecting each of several graphics.

This command is also useful for locating invisible page elements. For example, if you accidentally reverse black text that is already on a white background, the text blends with the background and disappears. To find that text again, choose "Select all" from the Edit menu. The windowshade handles mark the invisible text.

See also

Bring to front/Send to back	133
Drawing tools	87
Toolbox	268

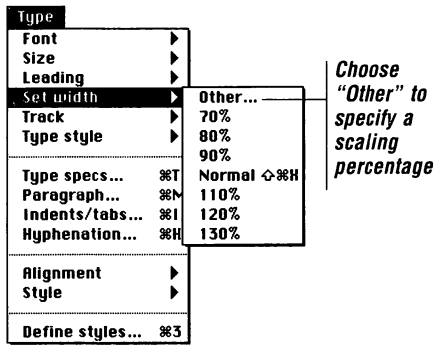
Set width

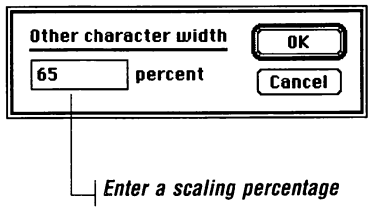
Type menu
Layout and story views

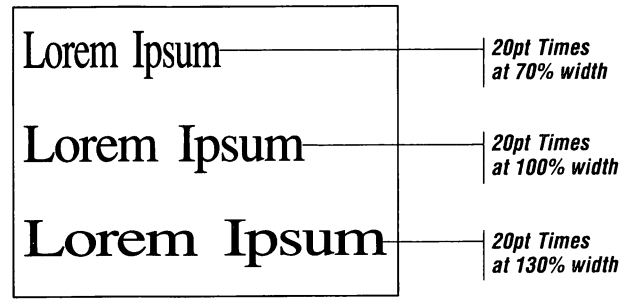
Use the "Set width" command for horizontal scaling of characters, changing the width of individual characters in selected text or, if none is selected, of characters in the next text you type. This command, however, does not adjust letter or word spacing.

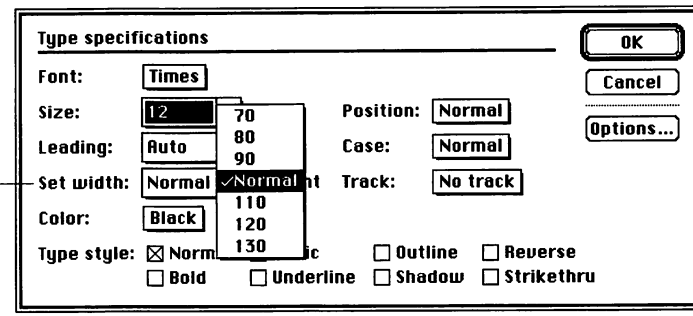
Using the "Set width" command is the same as using the "Set width" option in the "Type specifications" dialog box. Choose "Set width" to display a submenu of proportional width values, ranging from 70% to 130%, with 100% considered to be "square," or normal width.

To specify a width other than those shown in the submenu, choose "Other..." PageMaker then displays a dialog box in which you can type any scaling percentage between 1.0% and 250.0%, in .1% increments.









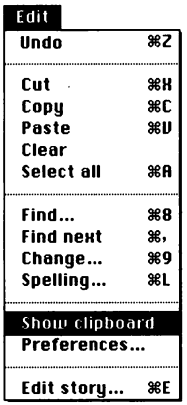
See also

Paragraph... 208
Spacing between letters, words, and lines of text 71
Track 270
Type specs... 272

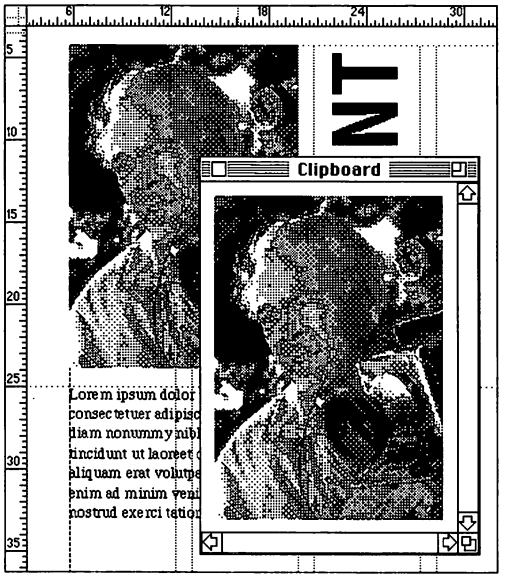
Note: Horizontal scaling with the "Set width" command is possible with any printer that has scalable fonts. However, if you are using a non-PostScript printer, the scaling may vary depending upon the printer. For best results, print a sample for proofing.

Show clipboard

Edit menu
Layout and story views



Use the "Show clipboard" command to open a window that displays the contents of the Clipboard: that is, whatever you have most recently cut or copied.



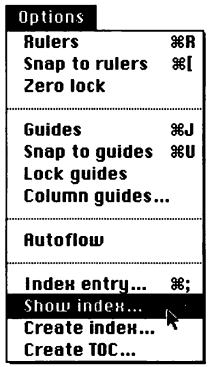
Choose this command when you need to verify the Clipboard's contents before pasting. ❦

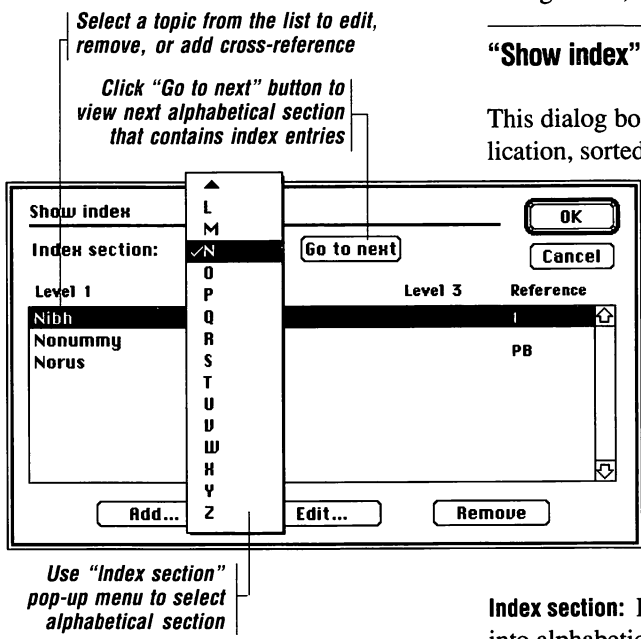
See also

Copy 143
Cut 152
Paste 218

Show index...

Options menu
Layout and story views





See also

Create index... 145
Indexing 102
Index entry... 183

Before you generate a final index for your publication, choose the "Show index..." command to review and edit the index entries you have created. When the publication is part of a book list, the entire book index is displayed for editing. To display the index for the current publication only, press Command as you choose "Show index..." from the menu.

This command displays the "Show index" dialog box. A progress indicator appears as PageMaker compiles the index information. Scroll through the index entries in the list box and select those you want to edit, add cross-references to, or remove from the index.

The dialog boxes you can open from the "Show index" dialog box are the same as those you can open from the "Index entry..." command. However, you use them in this instance to edit an existing index. For a complete description of these dialog boxes, see the "Index entry..." command description.

"Show index" dialog box

This dialog box displays a list of all index entries in your publication, sorted alphabetically by section. Topic levels one through three are listed, as well as all page references. If you have created index entries that reside at currently invalid locations, they will be referenced as follows:

Reference	For
PB	Pasteboard
LM	Left master page
RM	Right master page
OV	Overset (unplaced) text
US	Unplaced story

Index section: PageMaker automatically arranges index entries into alphabetical sections, and alphabetizes them within each section. Choose the section you want to display from the "Index section" pop-up menu.

Go to next: Displays the next alphabetical section which contains at least one entry.

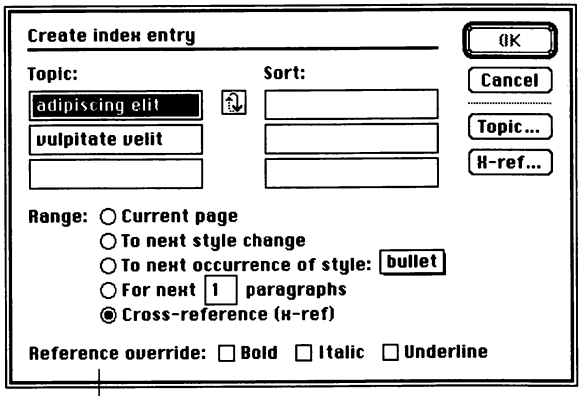
Add...: Displays the "Create index entry" dialog box, in which you can add a cross-reference to the selected index entry.

Edit...: Displays the "Edit index entry" dialog box, in which you can edit any portion of the index entry. You can also double-click the highlighted entry to display the "Edit index entry" dialog box.

Remove: Eliminates the highlighted index entry.

"Create index entry" dialog box

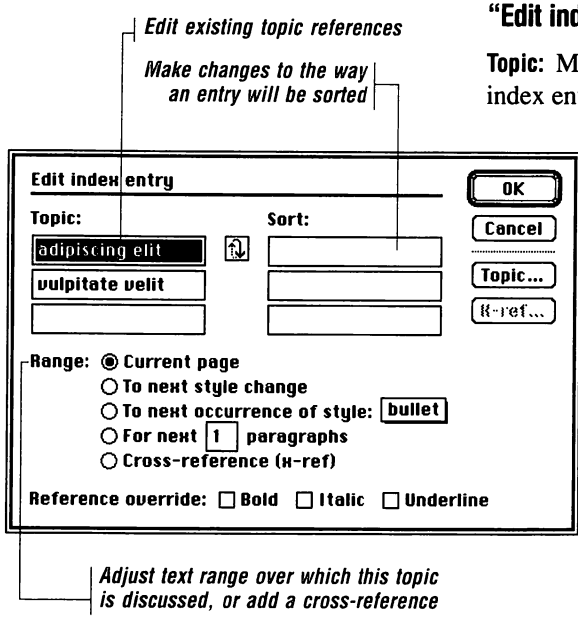
This dialog box is described fully in the "Index entry..." command description. In this instance, the "OK" button is dimmed until you add a cross-reference, and the only available "Range" button is the "Cross-reference (x-ref)" button. "X-ref..." displays the "Select cross-reference topic" dialog box.



Use this dialog box to both cross-reference and edit index entries

The "Index section" pop-up menu and the "Go to next" button in the "Select cross-reference topic" dialog box function exactly as they do in the "Show index" dialog box. The topic you select, however, is cross-referenced from the current topic reference. When you have selected the topic, click "OK" to return to the "Create index entry" dialog box. Then click "OK" to return to the "Show index" dialog box.

Note: Once you have added a cross-reference, you can also use the "Create index entry" dialog box to edit the topic references or their sort information. So, if an index entry requires the addition of a cross-reference as well as edits to its topic references, click the "Add..." button to display a dialog box for accomplishing all these tasks. To change the text range for an entry, click the "Edit..." button.



"Edit index entry" dialog box

Topic: Makes desired changes to primary, secondary, or tertiary index entries.

Sort: Makes revisions in the way each topic reference will be sorted alphabetically in the final index.

Range: Changes the text range over which the current topic information is discussed, or makes the "X-ref..." button available.

Reference override: The three options provided here let you change the type style for page numbers and cross-references. If the index entry is a topic reference, the change in type style is applied to the entry's pagenumber. If the entry is a cross-reference, the change in type style is applied to the cross-reference.

Topic...: To select the primary entry from a list of existing topics, click the "Topic..." button to display the "Select topic" dialog box.

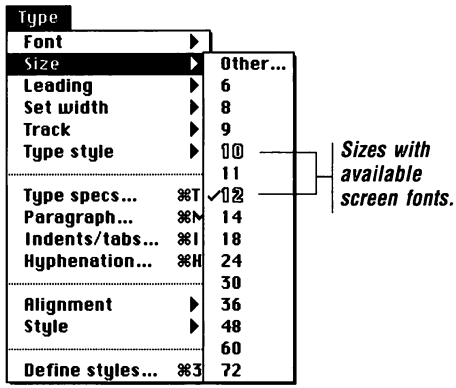
The "Index section" pop-up menu and the "Go to next" button function in the "Select topic" dialog box exactly as they do in the "Show index" dialog box. The topic you select becomes the new primary topic for the current index entry. When you have selected the topic, click "OK" to return to the "Edit index entry" dialog box.

X-ref...: If you clicked the "Cross-reference (x-ref)" option, the "X-ref..." button becomes available. Click it to display the "Select cross-reference topic" dialog box, in which you can select an existing index entry to be the cross-reference.

Click "OK" in the "Edit index entry" dialog box to return to the "Show index" dialog box. Select another index entry to revise, or click "OK" to save the changes and return to the publication in layout view, or to the story window in story view.

Size

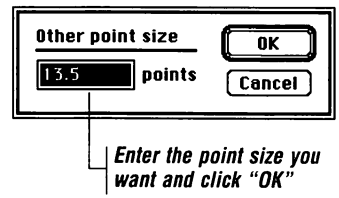
Type menu
Layout and story views



Use the "Size" command to change the point size of selected text or, if none is selected, of the next text you type.

The "Size" command provides the same options as the "Size" option in the "Type specifications" dialog box. When you choose "Size," PageMaker displays a submenu that lists a set of standard point sizes for the current font. Sizes for the available screen fonts appear in outline form. If you have text of a single point size selected, PageMaker identifies that size with a check on the submenu.

To enter a custom point size, from 4 to 650 in increments as small as .1 point, choose "Other..."



Note: If you change the point size of selected text while in story view, you will not see the result until you return to layout view.

Tip

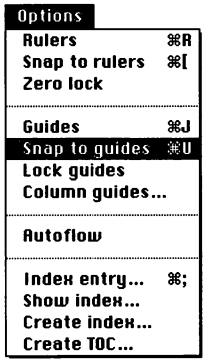
If you want to change a number of text attributes as well as type size, you can do this most efficiently from the "Type specifications" dialog box. But if you want to change type size only, it may be faster to use the "Size" command.

See also

Font	169
Fonts	65
Type specs...	272
Type style	274

Snap to guides

Options menu
Layout view



Use the "Snap to guides" command to make all margin, column, and ruler guides exert a magnetic-like pull on the pointer, text, and graphics. As a result, you can precisely align text and graphics to a guide.

Placing text and graphics is easiest when you choose "Snap to guides." At any display size, "Snap to guides" lets you position objects with the same accuracy: that is, to within 1/2880th (0.00882mm) of an inch.

Tip

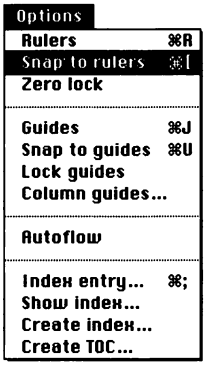
Use "Snap to guides" when you want to align precisely to ruler or column guides, regardless of whether or not the guides rest on ruler increments. To align precisely to ruler increments, use the "Snap to rulers" command.

See also

Snap to rulers 258

Snap to rulers

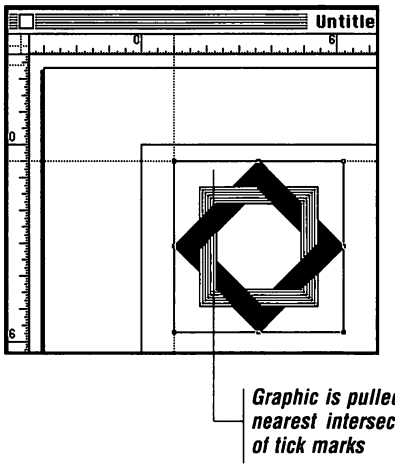
Options menu
Layout view



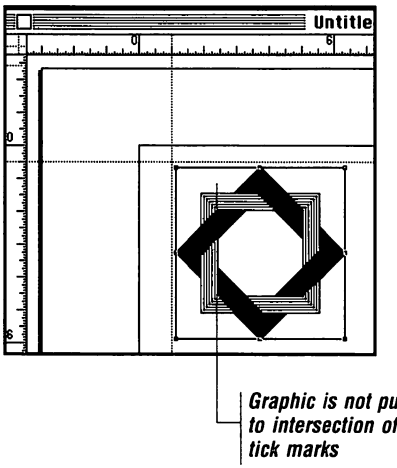
Use the "Snap to rulers" command to precisely position text blocks and graphics on a page. The intersections of the tick marks of the vertical and horizontal rulers form an invisible grid behind each page. When "Snap to rulers" is checked on the menu, any text block or graphic you place or move is pulled to the nearest intersection on the invisible grid created by the tick marks of the vertical and horizontal rulers.

You can change the number of tick marks on each ruler by changing the display size of the page. The larger the display size, the smaller and more precise are the increments between tick marks.

"Snap to rulers" is checked



"Snap to rulers" is not checked



To draw or position graphics or text blocks near but not on the rulers, turn off "Snap to rulers." Then you can draw a line near the intersection of the tick marks without the pointer snapping to the intersection.

See also

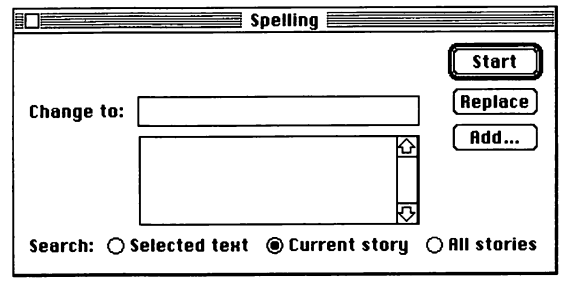
Layout grid	12
Rulers	245
Snap to guides	257
Using the zero point to create a layout grid	307

Spelling...

Edit menu
Story view

Use the "Spelling..." command to check the spelling of words in a range of text, in a story, or in all stories in your publication. Choose "Spelling..." to display the "Spelling" dialog box.

"Spelling" dialog box



Change to: Each word that PageMaker does not recognize is highlighted in this box. Type the correction in this box or select the correct word from the list of suggestions.

Suggestion list box: This box displays a list of suggested replacement words. To choose one, double-click the replacement word, or select it and click "Replace."

Search: Here you can choose among searching the selected text range only, the current story, or all stories. When no text is selected, the "Selected text" option is dimmed.

Start/Ignore: To begin the spelling search, click "Start" or press Return. Once the first unrecognized word is found, the "Start" button becomes "Ignore." To ignore the word (that is, to leave the spelling as is) and continue searching, click "Ignore" or press Return. PageMaker displays a message box if it finds no unrecognized words. Unknown words that are ignored once are remembered for the rest of the current search and for as long as PageMaker remains active.

Replace: Replaces the misspelled word with the one you have typed in the "Change to" box or selected in the "Suggestion" box.

See also

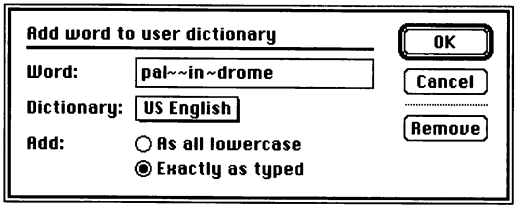
Hyphenation... 174

Add...: Opens the "Add word to dictionary" dialog box, in which you can specify the word you want to add to the dictionary.

Although you cannot resize the "Spelling" dialog box, you can move it anywhere in the window and you can use all menu commands and editing actions while it is displayed. You can leave the "Spelling" dialog box active while you work and bring it to the front to check for misspellings. To close the dialog box, click the close box in its upper-left corner.

PageMaker scrolls the story window to display the misspelled word as it searches. You may need to move the "Spelling" dialog box to see the highlighted word.

Note: A variety of spelling changes may require that you reflow or adjust the text in your publication.



"Add word to user dictionary" dialog box

Word: Type the word to be added to or removed from the dictionary.

Add: Click an option to specify whether you want the word added to the dictionary with no capital letters or exactly as you have typed it.

Remove: Click to remove the word typed in the text box from the dictionary.

PageMaker uses the same user dictionary for both spelling and hyphenation; therefore, when you enter a word in the "Word" text box, PageMaker attempts to hyphenate the word and displays the results. You can accept or change those hyphenation breaks by retyping the word and inserting a tilde (~) for each hyphenation point. To enter ranked hyphenation breaks, insert one, two, or three tildes (with one as highest priority and three as lowest priority) for each hyphenation break. To enter a word that you do not want to be hyphenated, precede it with a tilde.

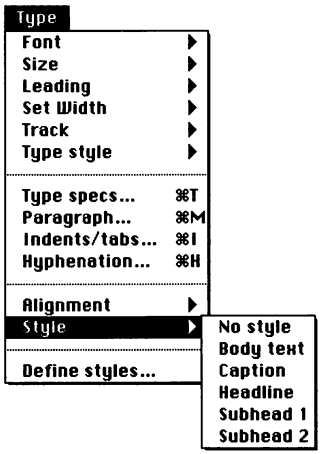
Note: The way you add the word to the dictionary determines how future searches will be conducted. If you select "Exactly as typed," future spellings will be flagged if they do not match this entry exactly. If you select "As all lowercase," subsequent occurrences may appear in your publication without any capitalization and will not be flagged. Also, for PageMaker to be able to find plural forms of words, those plural forms must be entered in the dictionary.

Tip

If you are working on a Macintosh that has a small screen, you may find it more convenient to change the size of the story window so that the story and the spelling dialog box are adjacent to each other.

Style

Type menu
Layout and story views



Use the "Style" command to apply formatting to paragraphs in your publication.

A style is a named set of specifications that, when applied to a paragraph, reformats the text. For example, you can define a style called "Paragraph" to be 10-point Times Roman with a left indent of .5 inch. Any paragraph that you select and apply "Paragraph" to is reformatted to those specifications.

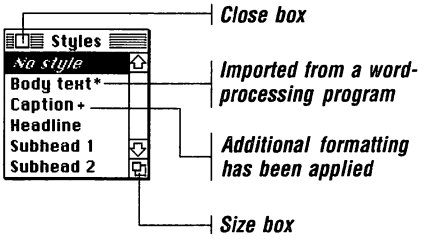
When you choose the "Style" command, PageMaker displays a submenu that shows all the styles defined in your publication's style sheet. The styles listed in the submenu are the same as the styles listed on the "Styles" palette.

See also

Define styles... 157
Formatting text with styles and style sheets 57

Style palette

Windows menu
Layout and story views



Use the "Style palette" command to display or remove the "Styles" palette from the publication window. This palette is a scrollable window that shows an alphabetical list of the styles contained in your publication's style sheet. You create the styles for a style sheet using the "Define styles..." command on the Type menu.

Styles apply only to entire paragraphs; PageMaker defines a paragraph as a block of text terminated by a carriage return. To apply a style to a paragraph, first make sure the text tool is selected. Next, select any portion of the paragraph or place the insertion point anywhere in the paragraph. Then choose a style from the "Styles" palette.

In the "Styles" palette, PageMaker highlights the style of any selected text or the style of the text in which the insertion point is placed. If the text you have selected has more than one style applied, nothing is highlighted.

If "No style" is highlighted at the top of the list, the selected paragraph has no style applied. Styles marked with an asterisk (*) have been imported from a word-processing program. Once you edit a style marked with an asterisk, PageMaker removes the asterisk. If a highlighted style is marked with a plus sign (+), the selected paragraph has had additional formatting applied to it, such as a different type size or leading.

You can apply styles in both layout and story views, but the effects of most styles are displayed only in layout view.

When the "Styles" palette is displayed, the "Style palette" command is checked. To remove the palette from your work area, either choose "Style palette" or click the palette's close box. To redisplay the palette, choose "Style palette" again.

Tips

As an alternative to closing the "Styles" palette, move it out of your immediate work area by dragging its title bar, or resize it (depending upon how much work space you need) by dragging its size box. By resizing it, you can display more or fewer styles in the scroll box.

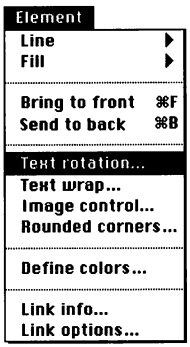
A shortcut for displaying the "Edit styles" dialog box, in which you can edit a style's definition, is to press Command and click the style's name in the "Styles" palette. ❦

See also

Define styles... 157
Formatting text with styles and style sheets 57
Style 262

Text rotation...

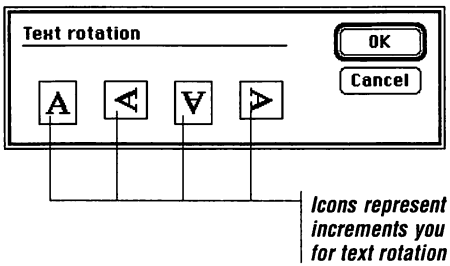
Element menu
Layout view



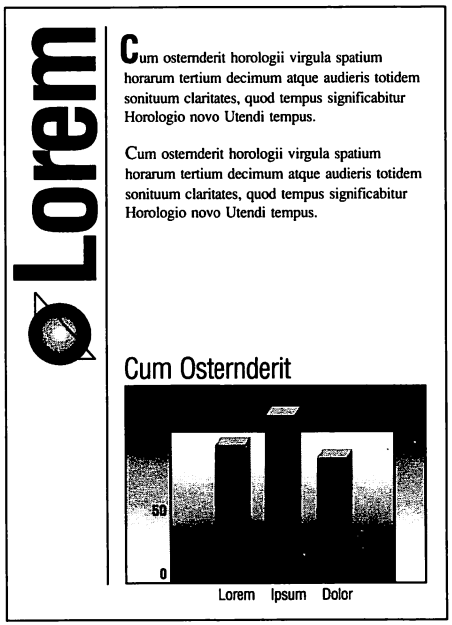
Use the "Text rotation..." command to rotate text blocks in 90-degree increments.

Text rotation is restricted to text that occupies a single text block and does not contain any inline graphics. The "Text rotation..." command is available only if you've used the pointer tool to select text.

Choose "Text rotation..." to display the "Text rotation" dialog box.



Icons represent the 90° increments you can choose for text rotation



When you rotate a text block, PageMaker recomposes the text to wrap around any objects for which you have defined text-wrap attributes using the "Text wrap..." command. However, PageMaker wraps the text around the objects as if you have chosen the "Wrap-all-sides" option for all objects. If PageMaker does not need to change the shape of the rotated text block to wrap around any objects, it retains the line breaks the text had prior to rotation.

You can move or resize a rotated text block with the pointer tool. However, you cannot edit a rotated text block with the text tool. To edit the text block, go to story view by triple-clicking in the text block with the pointer tool.

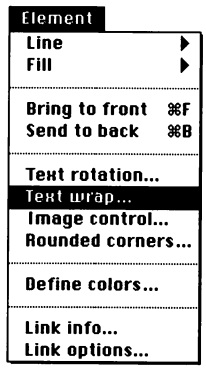
You can print rotated text on most QuickDraw and PostScript printers. However, depending on the type of QuickDraw printer, the text may look jagged. If the printer you are using doesn't support rotated text, the "Text rotation..." command will be dimmed on the menu. ❦

See also

Text wrap... 265

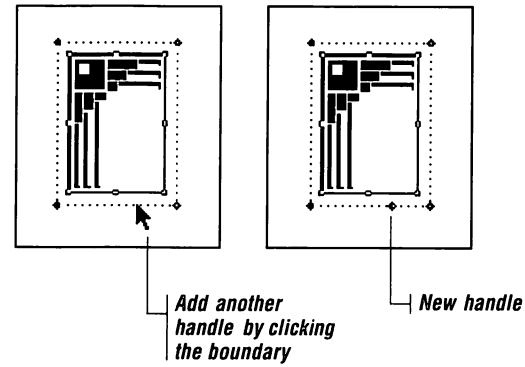
Text wrap...

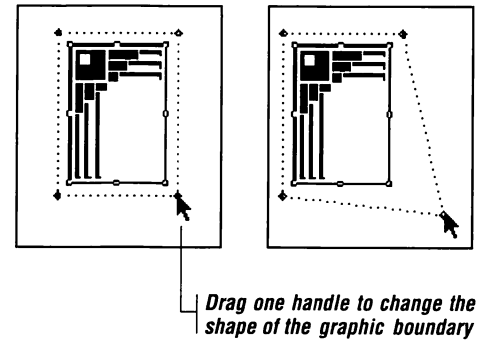
Element menu
Layout view

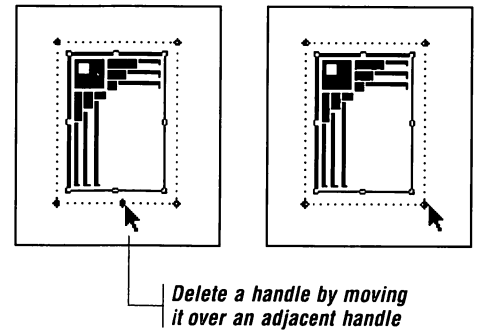


Use the "Text wrap..." command to specify how you want text to wrap, or flow, around an independent graphic.

The way text wraps around a graphic is determined by the graphic's boundary. A graphic's boundary can be rectangular, or you can customize its shape by selecting the graphic and dragging the diamond-shaped handles that surround it.

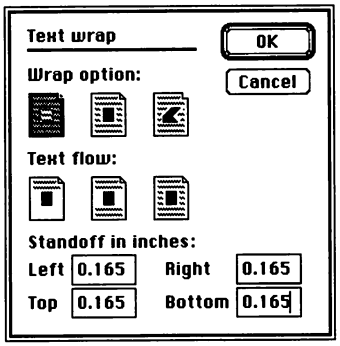






See also

Customizing a graphic boundary 290
Place... 221
Working with independent and inline graphics 80



To define the initial graphic boundary, select the graphic with the pointer tool and choose "Text wrap..." to open the "Text wrap" dialog box.

Wrap option: Select one of the first two icons either to flow text over the graphic or to create a rectangular graphic boundary. If you have already customized the graphic's boundary, the third icon will be highlighted. Click the middle icon to restore a custom boundary to a rectangular one.

Text flow: Three icons determine how text flows around a graphic.

Column-break icon: If you select this option, PageMaker stops flowing text when it runs into a graphic and then continues the flow at the start of the next column.

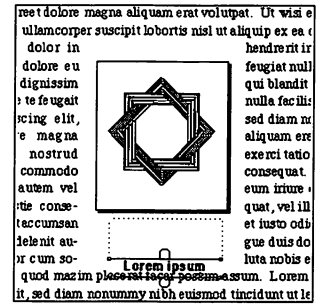
Jump-over icon: Select this icon to stop text above the graphic and then to continue below it, leaving white space on either side.

Wrap-all-sides icon: Select this icon to flow text around the graphic on all sides.

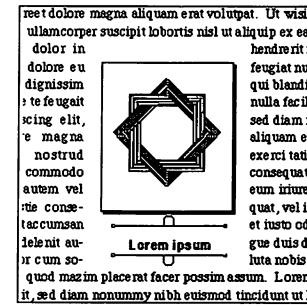
Standoff in (measurement): For a graphic with a rectangular boundary, enter values to change the standoff, or space, between the graphic and the top, bottom, left, and right edges of the boundary. Specify a negative standoff value if, for example, you want text to overlap parts of the graphic. If you scale or resize the graphic, PageMaker maintains the standoff between the graphic and the boundary.

Tips

By choosing "Text wrap..." from the PageMaker desktop or before placing any graphics in your publication, you can set defaults to apply to all graphics you create or place in PageMaker.



Caption placed outside text boundary wraps into body text

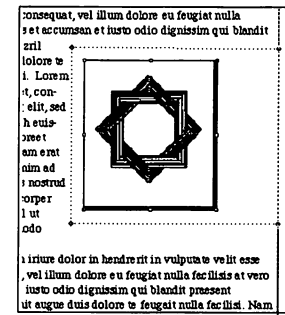


Caption placed within text boundary

If you have text such as a caption associated with a graphic, it must be placed completely inside the graphic's boundary. For example, if you place a caption under an illustration and decide to wrap text around rather than through the graphic, the caption and its handles must be entirely within the graphic's boundary or the caption will flow with the rest of the text that surrounds the illustration. Increase the graphic standoff as needed so the text lies completely within the graphic's boundary.

If text wrap is already defined for a graphic and you're adjusting the graphic boundary, you can temporarily defer text flow around the graphic by holding down the spacebar while you drag the graphic's boundary handles.

To keep text from wrapping on the right of the graphic...

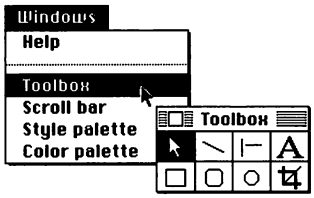


...move the graphic boundary to the right until it touches the column or margin guide

To wrap text around only one side of your graphic, position the other side of the graphic against a column guide. Or you can increase the graphic's standoff enough to put the graphic boundary next to the column guide.

Toolbox

Windows menu
Layout view



Use the "Toolbox" command to display or remove the toolbox from the publication window.

The icons in the toolbox represent the tools you use to:

- Type and edit text
- Position text and graphics
- Draw lines and shapes
- Crop and resize graphics

When you select one of these tools, the pointer changes shape to indicate which tool you have selected.

If you select the	The pointer looks like this
Pointer tool	
Text tool	
Cropping tool	
Drawing tools	

Because story view is for text only, the toolbox is displayed only in layout view.

When you open a publication window, the toolbox is displayed and the "Toolbox" command checked. To remove the toolbox from the window, either choose "Toolbox" or click the close box in the upper-left corner. To redisplay the toolbox, choose "Toolbox" again.

See also

Drawing tools 87

Tips

To give yourself more work space, close the toolbox when you are not using it, or move it out of your immediate work area by dragging its title bar.

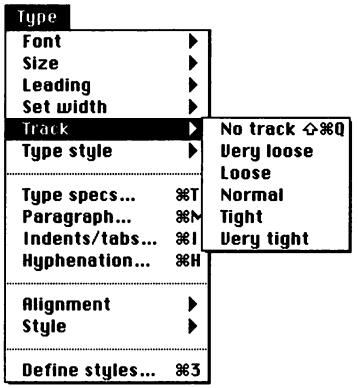
When you have the text tool selected, you can use Command + spacebar as a shortcut for selecting the pointer tool.

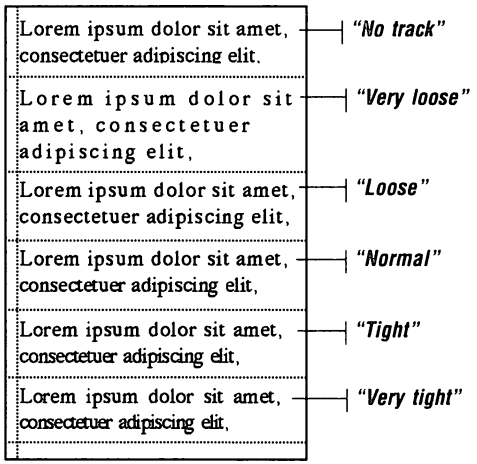
Shift+Key	Tool	Shift+Key	Tool
F1	Pointer	F5	Corner tool
F2	Line tool	F6	Rounded-corner tool
F3	Constrained line tool	F7	Ellipse tool
F4	Text tool	F8	Cropping tool

If you have an extended keyboard, you can use the keyboard shortcuts shown above to select tools from the toolbox.

Track

Type menu
Layout and story views



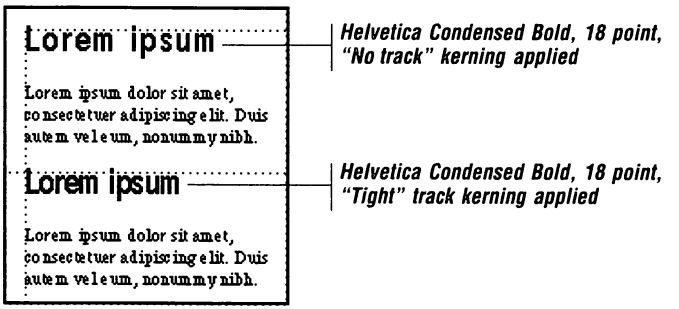


Use the "Track" command to adjust the space between letters and words of selected text or, if none is selected, of the next text you type.

For each font on your system, PageMaker applies predefined track-kerning parameters to loosen or tighten the look of the text. These adjustments are in addition to the kerning that has been specified as part of the font's design.

Track-kerning parameters vary according to point size. In general, PageMaker applies more kerning to large point sizes and less to small point sizes. The definition of track-kerning amounts is based on how the font designer intended the font to look at all point sizes. For a complete definition of track kerning, see the article "Spacing between letters, words, and lines of text."

Some typefaces are created with very loose inter-character spacing settings. To tighten the space between the characters, use track kerning as shown below.



Using the "Track" command is the same as using the "Track" option in the "Type specifications" dialog box. When you choose "Track," PageMaker displays a submenu of six kerning tracks. "No track" means no track kerning is applied. "Normal" applies just enough track kerning to adjust the font at larger and smaller point sizes. "Loose," "Very loose," "Tight," and "Very tight" adjust the text to look looser or tighter than was intended in the original font design.

See also

Alignment 130
Hyphenation... 174
Spacing between letters, words, and lines of text 71
Type specs... 272

Any track option you select becomes part of the interplay among the settings you make for alignment, hyphenation, and spacing. If you have set a character width using the "Set width" command, PageMaker applies track kerning based on that setting. For example, 12-point type set at 150% character width will be tracked as if it were 18-point type.

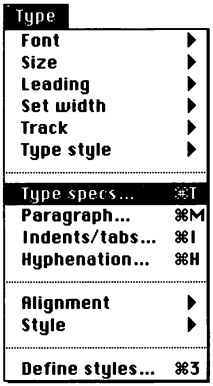
Tips

Use track kerning instead of manual kerning to adjust the spacing across a line of text such as a heading. Then use manual kerning, if necessary, to adjust the spacing between specific pairs of letters.

To adjust the look of text throughout your publication, consider using letter spacing instead of track kerning. Track kerning can cause slow text composition in your publication when applied to large amounts of text.

Type specs...

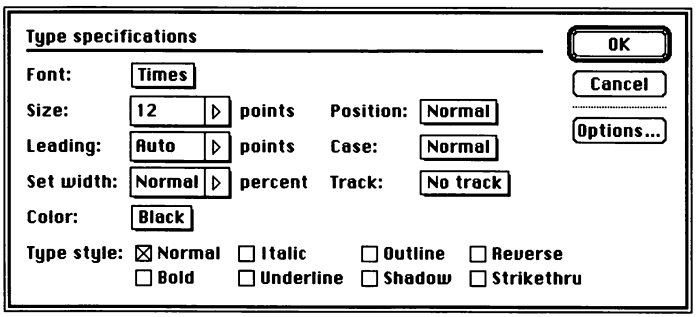
Type menu
Layout and story views



Use the "Type specs..." command to change one or more type specifications of the currently selected text or any new text you type. Or use it to change the text defaults.

Choose "Type specs..." to display the "Type specifications" dialog box, where you can change a series of formatting attributes without having to choose each setting separately from the Type menu. Each option described below is available individually from the Type menu except "Case" and the "Position" settings for superscript and subscript.

"Type specifications" dialog box



Font: A pop-up menu of available fonts.

Size: A pop-up menu of the standard font sizes available.

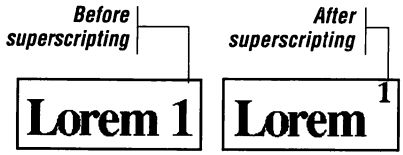
Leading: A text box in which you can either type the leading size you want or click the arrow to display the leading pop-up menu. Choosing "Auto" turns on automatic leading at 120% of type size. (You can change this percentage using the "Spacing" option in the "Paragraph specifications" dialog box.)

Set width: A text box in which you can specify the percentage (from 1 to 250.0%, in 0.1% increments) you want to expand or compress the width of the printed characters.

Color: A pop-up menu of available colors. Your color choice is applied to selected text or to the next text you type. These colors are the same as those shown on the "Colors" palette.

See also

Font	169
Leading	188
Paragraph...	208
Set width	251
Size	256
Track	270
Type style	274



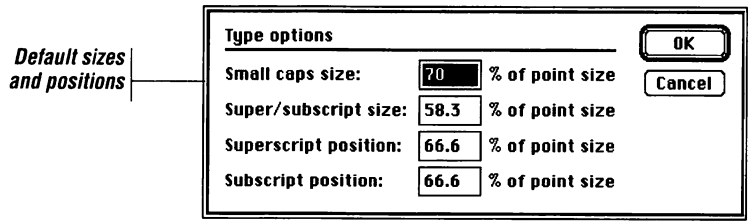
Type style: Here you can define your type style from a selection of eight styles or a combination of several. The same styles are available from the "Type style" command on the Type menu.

Position: A pop-up menu containing three options: "Normal," "Superscript," or "Subscript." "Normal" positions letters on the baseline. "Superscript" and "Subscript" modify the size and position of the type above or below the baseline, based upon the amounts you specify in the "Type options" dialog box.

Case: A pop-up menu containing three options: "Normal," "All caps," and "Small caps." "Normal" leaves uppercase and lowercase letters as typed, "All caps" changes all letters to full-sized capitals, and "Small caps" changes lowercase letters to small capitals, based upon the size you specify in the "Type options" dialog box.

Track: A pop-up menu containing track-kerning options. Each track setting describes a predefined amount of additional kerning adjustment relative to the font and size of the selected text.

"Type options" dialog box

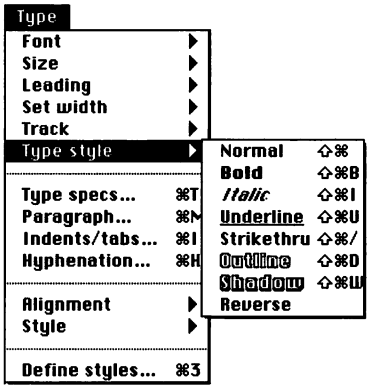


Options...: Clicking this button displays the "Type options" dialog box.

Use this dialog box to set the point sizes and positions of superscripts, subscripts, and small caps. You specify superscripts as a percentage of an em space shifted up from the baseline and subscripts as a percentage of an em space shifted down from the baseline, in increments as small as 0.1%. Small caps are specified as a percentage of the current point size.

Type style

Type menu
Layout and story views



Use the "Type style" command as a fast way to change the look of selected text or, if none is selected, of the next text you type.

When you choose "Type style," PageMaker displays a submenu of options. These options are also available using the "Type specs..." command, which you may prefer to use if you want to change more attributes than type style.

You can define the style of your text to be "Normal" (plain type like this paragraph, with no other styles applied) or any one or more of the other styles, such as bold or bold and italic combined.

To add emphasis to a word or phrase, consider using "Bold" or "Italic." To show text while indicating that its meaning has been deleted from the paragraph, as in a legal contract, use "Strikethru" to draw a line through the text. Use "Reverse" to change the color of text to "Paper," which is defined by the "Define colors..." command from the Element menu. When you reverse colored text, PageMaker changes the text color to "Paper"; if the text is reversed again, PageMaker changes the text color to "Black."

Tip

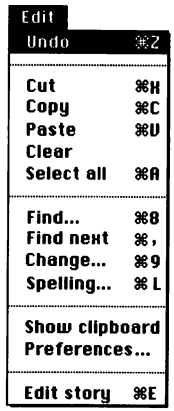
Use "Reverse" to create white text on a contrasting black, shaded, or colored background. If you accidentally reverse black text that is already on a white background, the text will blend with the background and disappear. To find that text again, select the pointer tool and choose "Select all" from the Edit menu. The windowshade handles will mark the invisible text. To display the white type, drag the text block onto a dark background.

See also

Define colors... 154
Type specs... 272

Undo

Edit menu
Layout and story views



Use the "Undo" command to reverse your most recent action.

Not all actions can be undone. If the action can be undone, the command reads "Undo" on the menu and names the action, such as "Undo typing." If the action cannot be undone, the command is dimmed and reads "Cannot undo."

You can undo:

- Moving or resizing of a text block or graphic
- Cropping of a graphic
- Editing of text using the text tool
- The "Cut," "Copy," "Clear," and "Paste" commands from the Edit menu
- The "Copy master guides" command from the Page menu
- The "Insert pages..." and "Remove pages..." commands from the Page menu
- The "Page setup..." command from the File menu

You cannot undo:

- Any command from the File menu (except "Page setup...")
- Display size changes or scrolling
- Selecting or canceling a selection
- Changes to line width, line pattern, and shade pattern
- Changes made using commands form the Type menu
- Pasting after you cut or copy using the pointer tool
- Changes made using the "Styles" and "Colors" palettes

If you have made a series of changes and want to undo all of them, choose "Revert" from the File menu. "Revert" abandons all changes and returns the most recently saved version of the publication to your screen.

Tip

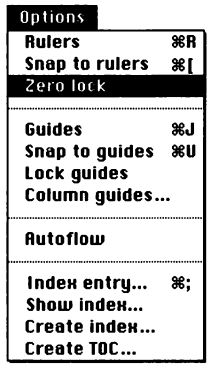
In many instances, you can cancel the effect of a command by using a command that is functionally its opposite. For example, if you use the "Paste" command to add text or a graphic to a page, you can use "Cut" or "Clear" instead of "Undo" to remove it.

See also

Revert 243

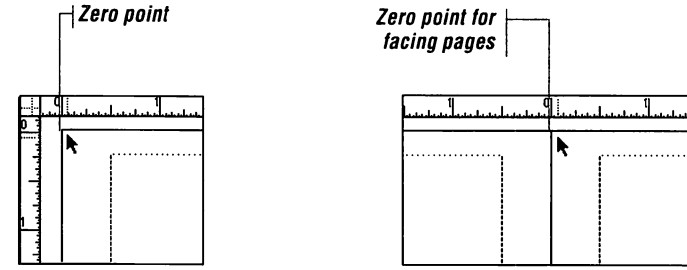
Zero lock

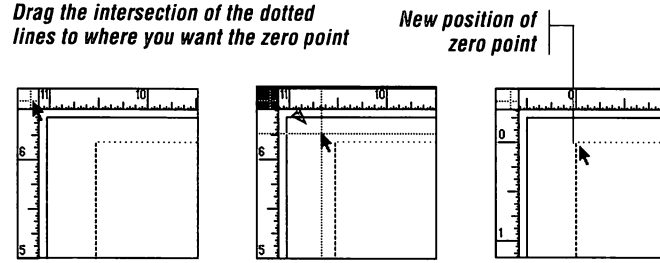
Options menu
Layout view



Use the "Zero lock" command to anchor the rulers' zero point at its current position. The zero point is the position at which the "0" tick marks on the two rulers intersect. If "Zero lock" is checked in the menu, the rulers are locked.

When you start a new publication, PageMaker automatically puts the zero point at the intersection of the top and left edges of the page, unless you are working with facing pages. For facing pages, the default is where the top edge of the paper intersects the inside edges of the facing pages.





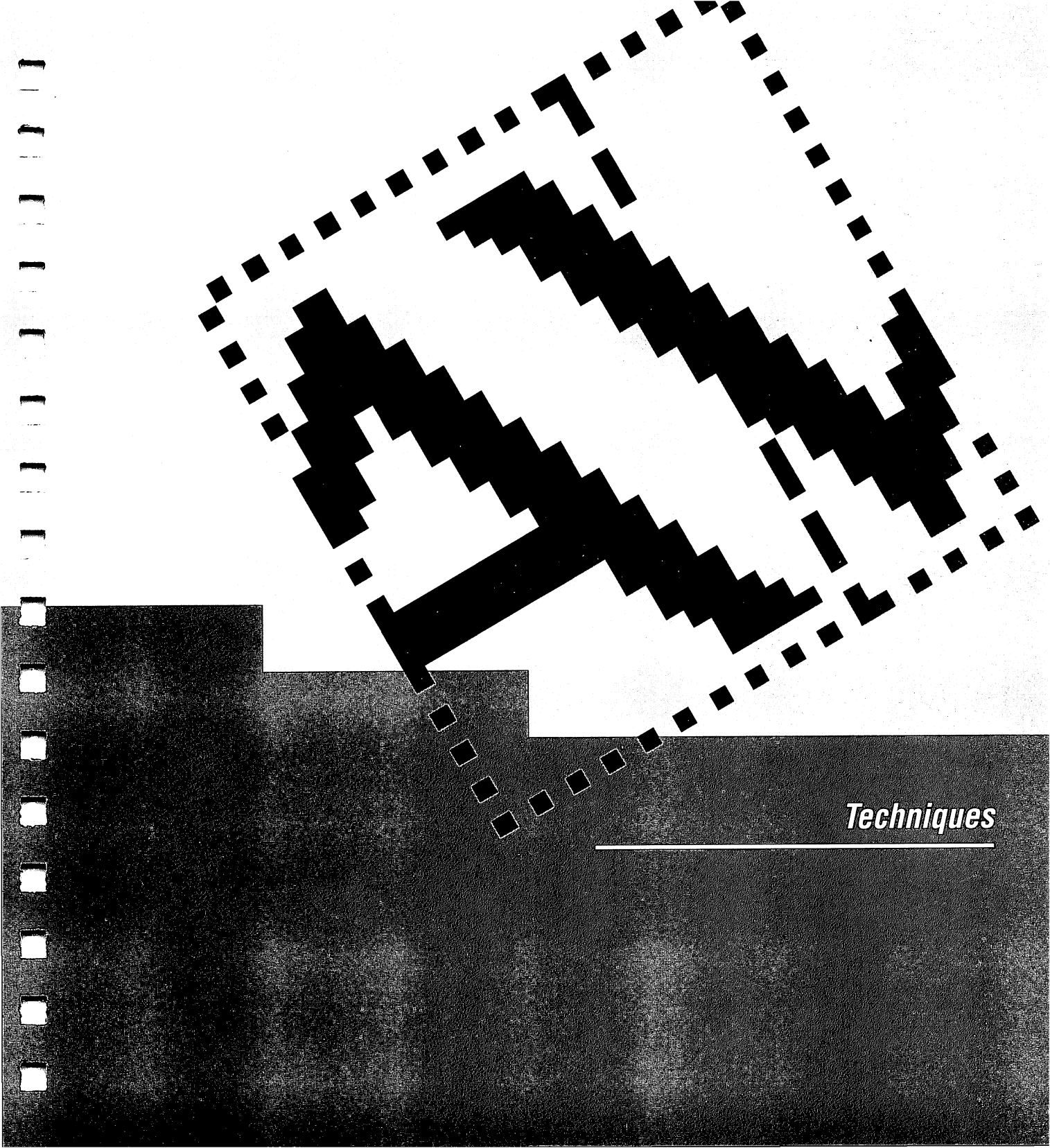
The zero point stays fixed as you move around in the publication window or change the page display size. By keeping an eye on the rulers, you always know the position of pointer—or anything you are moving with the pointer—in relation to the zero point.

Tip

Many graphic designers prefer to reposition the zero point to where the top and left margins intersect. That position makes it easy to measure within the image area of each page.

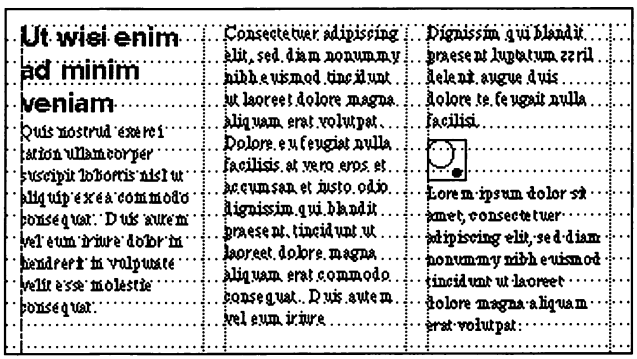
See also

Layout grid 12
Rulers 245

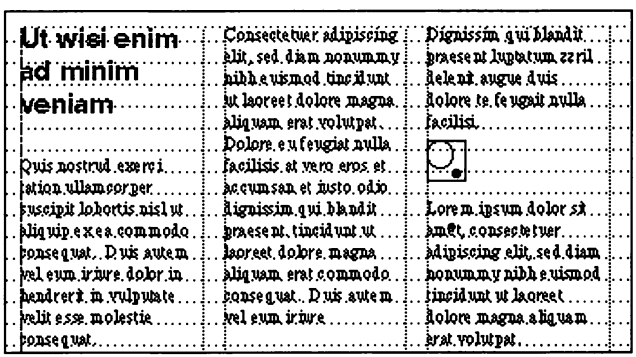

Techniques

Aligning baselines in adjacent columns of text

When you work with multiple columns of text, you always want the baselines of body text to align horizontally. The paragraph style attributes of headings and subheadings, such as large point size and leading, rules, and extra space above and below, can disrupt the baseline alignment of the body text that follows. Use PageMaker's "Align to grid" option in the "Paragraph rule options" dialog box to correct such misalignment. PageMaker adds the necessary amount of space after the selected paragraph to position the first line of the following paragraph on a grid-line. You can use the "Align to grid" option for any paragraph that will cause misalignment of body text, as well as for inline graphics that exist as separate paragraphs.

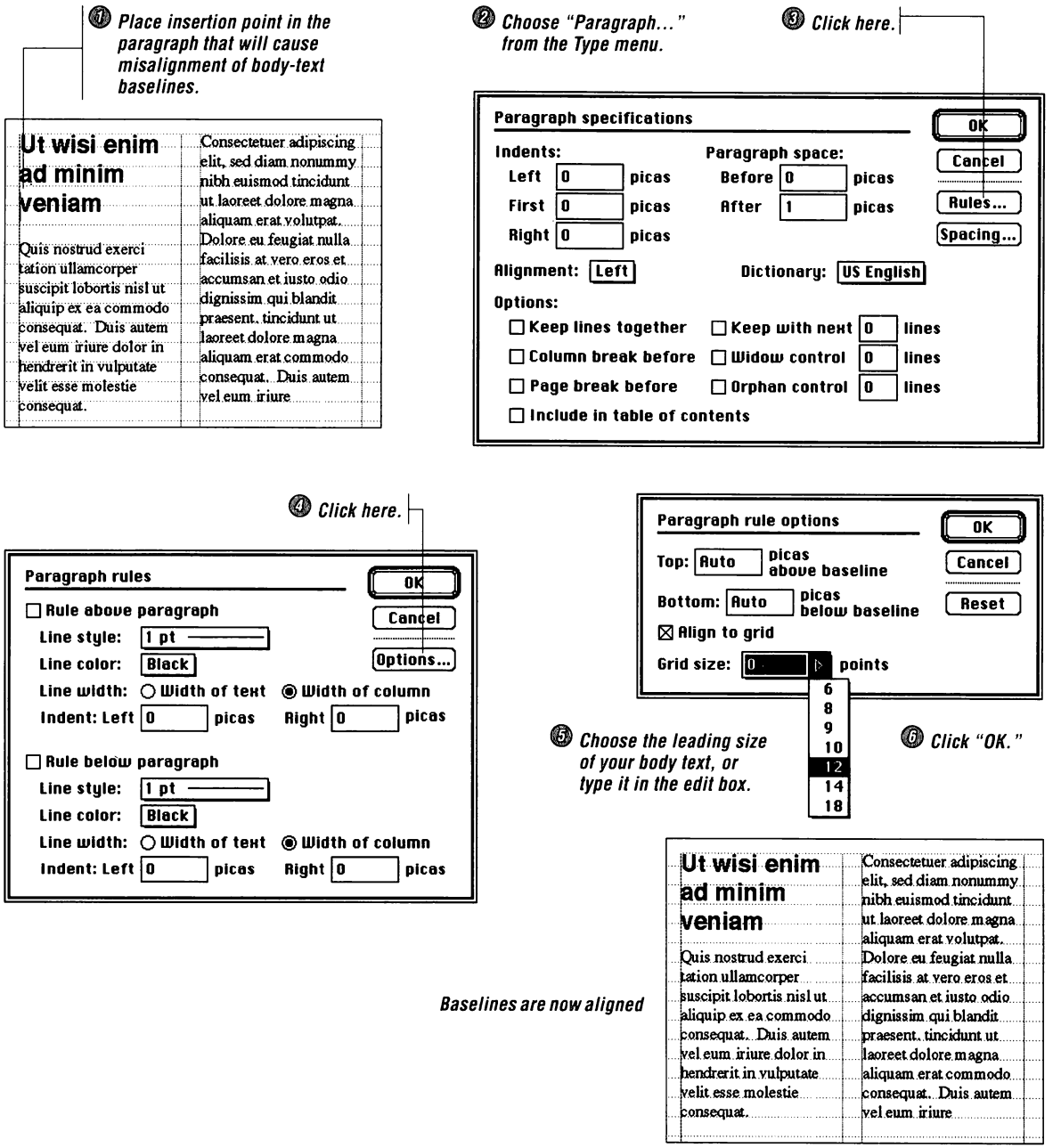


Body-text baselines are misaligned because of headings and inline graphic.



"Align to grid" option adds extra space after these paragraphs to correct alignment. Body-text baselines are automatically aligned.

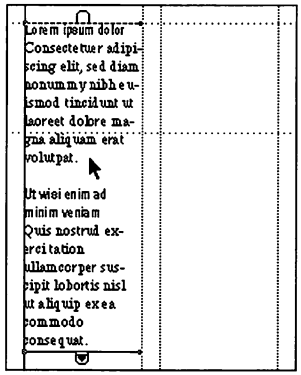
To correct baseline alignment with "Align to grid" option



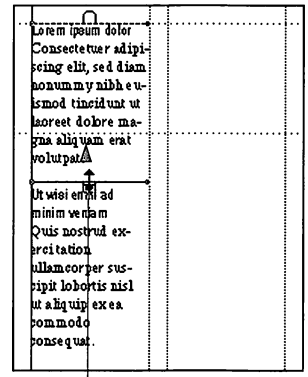
Breaking a text block into smaller text blocks

Sometimes breaking a large text block into a number of smaller text blocks makes the text easier to manipulate and position on the page.

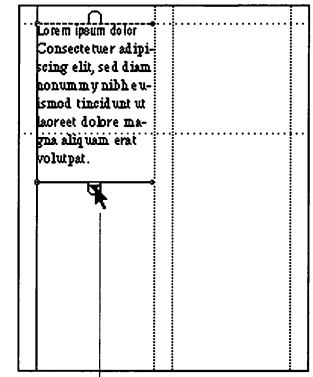
Text trimmed from the original text block flows onto the page as a new text block, still threaded to the previous one. Text flows until it reaches one of the following: the bottom margin, other text, text set to "Column break before" or "Page break before," or a graphic whose text-wrap attribute stops the flow.



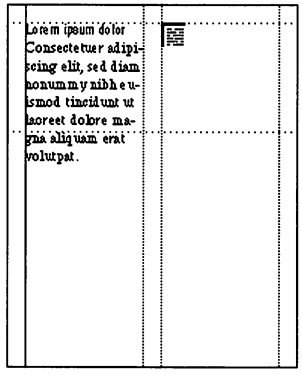
1 *Use the pointer tool to select the text block you want to break.*



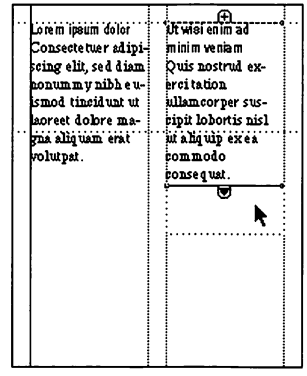
2 *Drag the windowshade handles to shorten the text.*



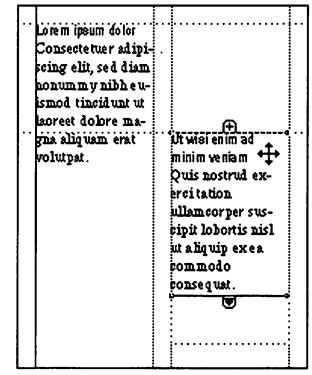
3 *Click here to get loaded text icon.*



4 *Position the text icon.*



5 *Click to flow text.*



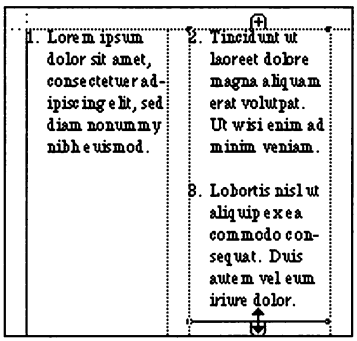
The two text blocks can be positioned independently

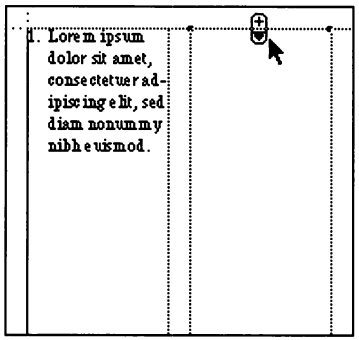
Combining text blocks

If your publication is composed of multiple text blocks, you may want to consolidate some of them, leaving you fewer to manipulate. The method you use depends on whether or not the various text blocks are part of the same story and on the number of text blocks you want to combine.

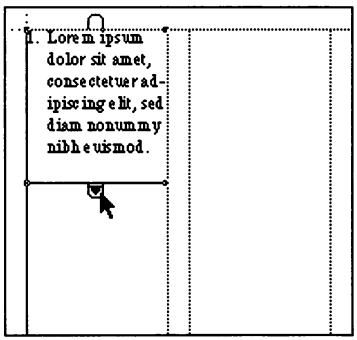
To combine a few text blocks that are part of the same story

1. *Start with the last text block in the story and raise the windowshade handles until the text disappears from all but the first text block.*

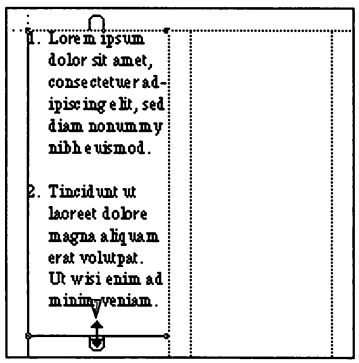




2. *If the remaining text block would fill an entire column, click the pointer here, and flow the text where you want it.*

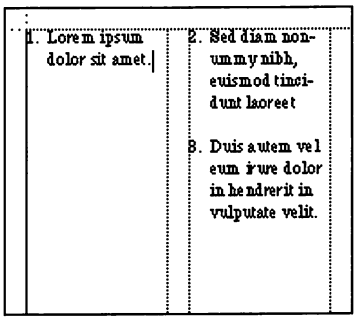


3. *If the remaining text block does not fill an entire column, pull its bottom windowshade handle until all the text from the closed blocks appears.*

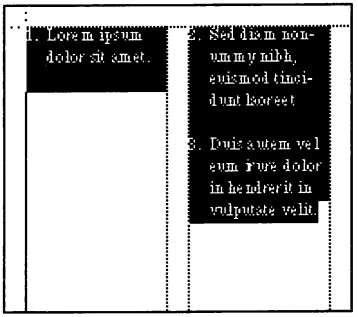


To combine many text blocks that are part of the same story

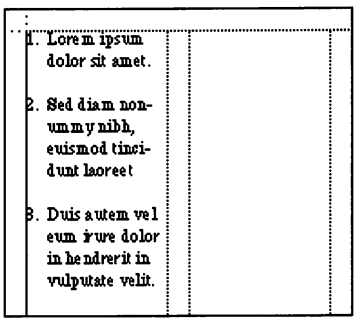
1. Using the text tool, place an insertion point in the first text block.



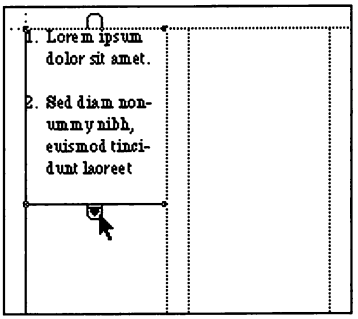
2. Choose "Select all."



3. Choose "Cut" and then "Paste."

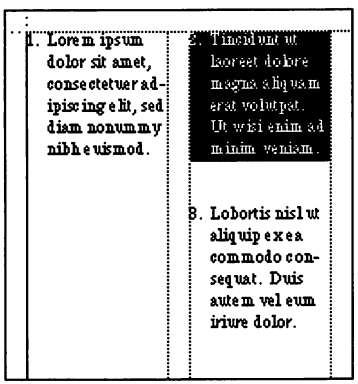


4. If the combined block extends beyond the bottom margin, move the windowshade handle up. Then click here to flow remaining text.



To combine text blocks from different stories

1. Starting with the second text block, place an insertion point in the text and choose "Select all."

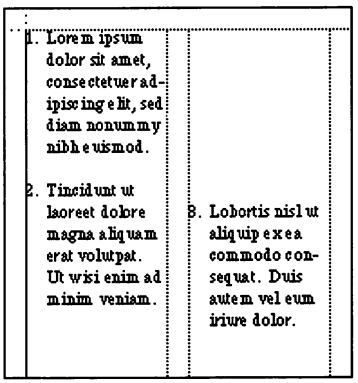


2. Choose "Cut."

3. Click an insertion point at the end of the text in the first text block.

4. Choose "Paste."

5. Repeat to combine the remaining text blocks.



Compressing and decompressing TIFF files

One way to save space on your hard disk is to compress the TIFF files that you are storing for use in PageMaker publications. When you compress a TIFF file, you actually make a compressed copy of the original. To save space on your hard disk, you can delete the uncompressed original. PageMaker links your publication to the compressed copy, not to the original.

Programs other than PageMaker or Aldus PrePrint may not be able to read compressed files, but you can always make a decompressed copy of a compressed TIFF file.

The amount of compression possible varies from one TIFF file to another. The more the detail and the greater the variety in the image, the less it can be compressed.

There are three varieties of TIFF files:

- Black-and-white TIFFs, which are usually created in line-art scans
- Palette-color TIFFs (16- or 256-color images), which are created in paint programs
- Grayscale or full-color TIFFs, which are scanned photographs

PageMaker provides two levels of compression for all TIFF files. You define the level you want by using the appropriate keyboard combination. Once a compressed or decompressed copy of a TIFF file is made, the copy's file name is followed by letters that identify the file's level of compression and file type, such as, "P," "L," or "U."

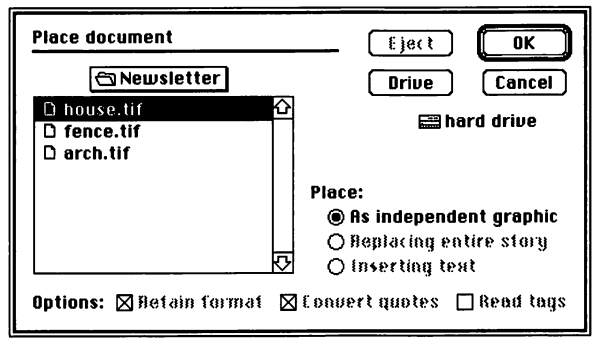
The "TIFF Compression Table" shows the keyboard combinations for the two compression levels and the letters after the filename indicating compression level and file type.

TIFF Compression Table

	Moderate	Maximum	Decompress
	Command + Option + click "OK"	Command + Option + Shift + click "OK"	Command + click "OK"
B/W	P	L	U
Palette color	P	L	U
Gray/Color	LD	LD2	U

To compress a TIFF file

❶ *Choose "Place..." and select the file you want to compress.*



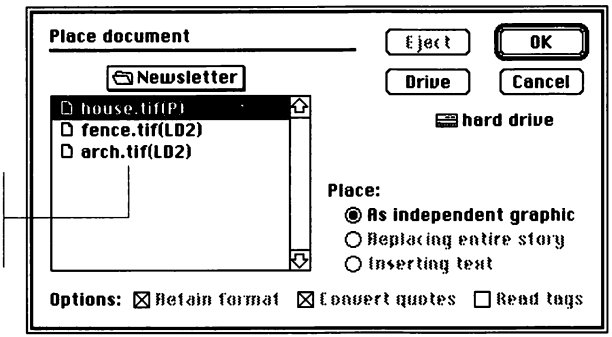
❷ *For a moderately compressed copy of a TIFF file, hold down Command + Option and click "OK."*

For maximum compression, hold down Command + Option + Shift and click "OK."

To decompress a TIFF file

❶ *Choose "Place..." and select the file you want to decompress.*

These are compressed TIFF files. The amount of file compression is shown in parentheses.



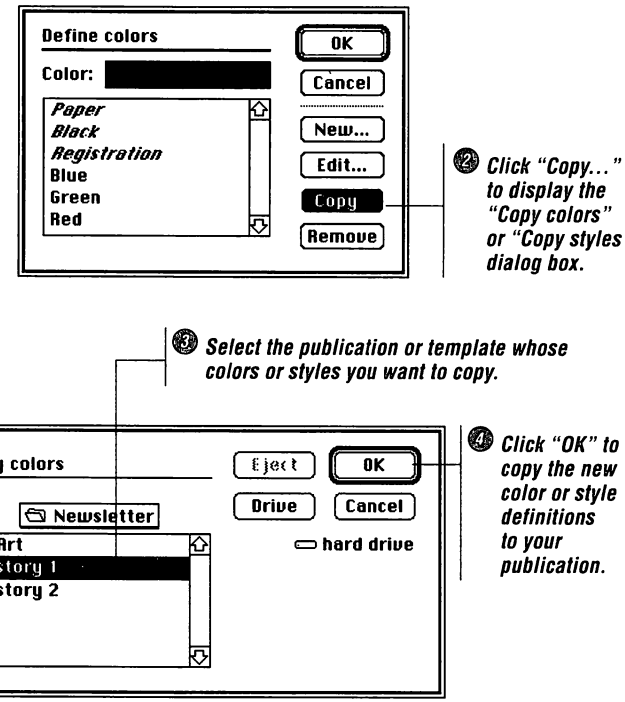
❷ *Hold down Command and click "OK."*

Note: When compressing or decompressing TIFF files, hold down the keyboard keys for at least two seconds after clicking "OK."

Copying colors or styles from another publication

By copying styles or colors from another publication, you can save yourself the time and trouble of re-creating them in a new publication. The copying process is the same for both colors and styles.

1. *Open the "Define colors" or "Define styles" dialog box.*



Note: If any of the colors or styles you are copying uses the same name as one already defined in your publication, PageMaker asks you if you want to replace the current color or style with the imported color or style.

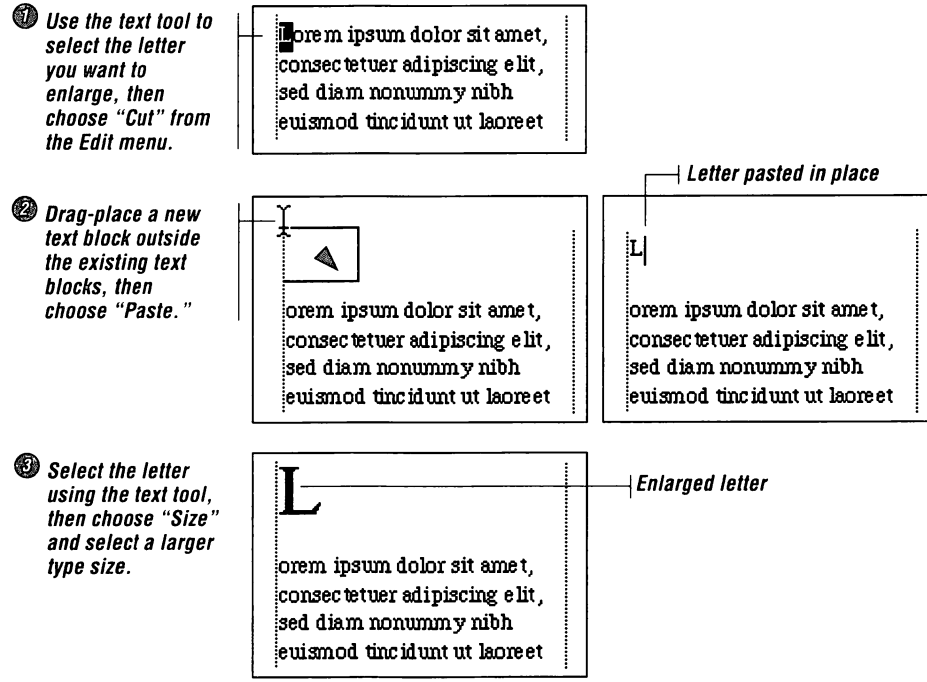
Creating a drop cap

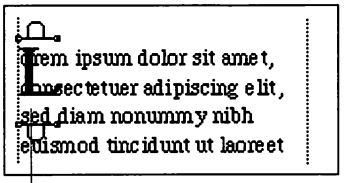
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod

Enlarging the first letter in a paragraph and dropping it below the baseline of the first line of text focuses the reader's attention on the beginning of that paragraph. There are two ways to perform this technique:

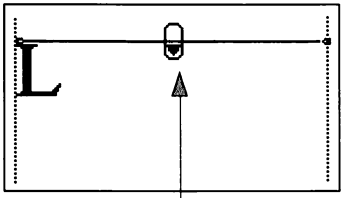
- Manipulating the letter as a text block
- Importing the letter as a graphic

The following description explains the first method. For information on the second method, see the article "Working with independent and inline graphics."

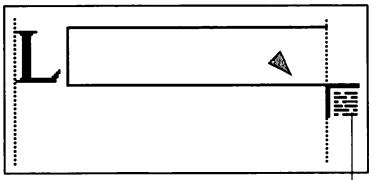




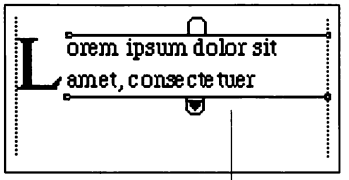
④ *Use the pointer to select the enlarged character and drag it into position. If necessary, drag the handles to narrow the text block.*



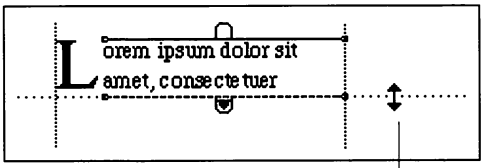
⑤ *Using the pointer, select the main text block. Drag the bottom windowshade handle of the text block to the top windowshade handle.*



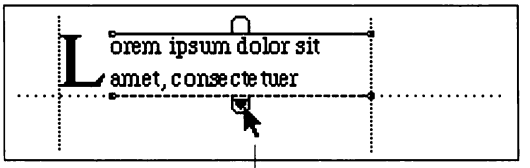
⑥ *Drag-place the text icon to place only those lines of text you want to appear to the right of the enlarged character.*



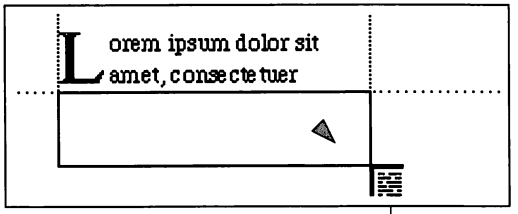
Text placed



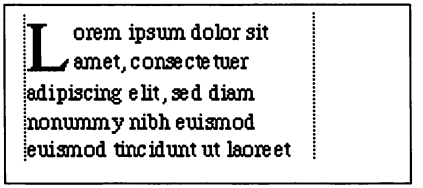
⑦ *Pull down a ruler guide and position it directly over the bottom windowshade handle.*



⑧ *Click the bottom windowshade handle.*



⑨ *Position the text icon at the ruler guide and drag-place the text.*

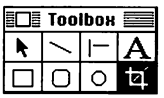


Initial cap in place

Cropping a graphic

After you paste or place a graphic from another program or from another PageMaker publication, you can crop parts of the graphic you do not want to display. In this way, you can first identify the available space for the graphic and then decide which part of it you want to display.

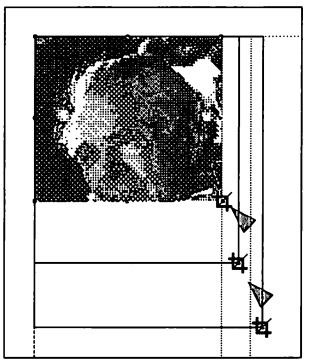
To crop a graphic



Use the cropping tool to select the graphic you want to trim.

1. *Position the cropping tool so that a graphic handle shows through the center of the tool. Then hold down the mouse button.*

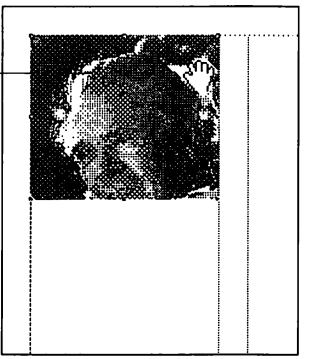
2. *When the pointer turns into a double-headed arrow, drag until only the part of the graphic you want remains. To enlarge the frame, repeat this process, dragging away from the edge of the illustration.*



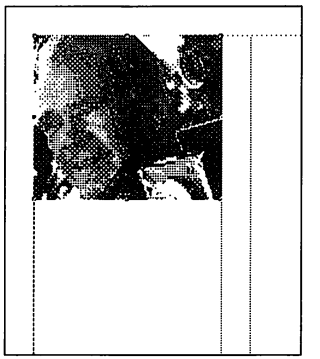
To move the full-sized graphic within the frame of the cropped graphic

1. *Position the cropping tool in the graphic's center, and hold down the mouse button. When the grabber hand appears, move the graphic around until the part you want is displayed.*

Grabber hand



2. *Release the mouse button.*



Customizing a graphic boundary

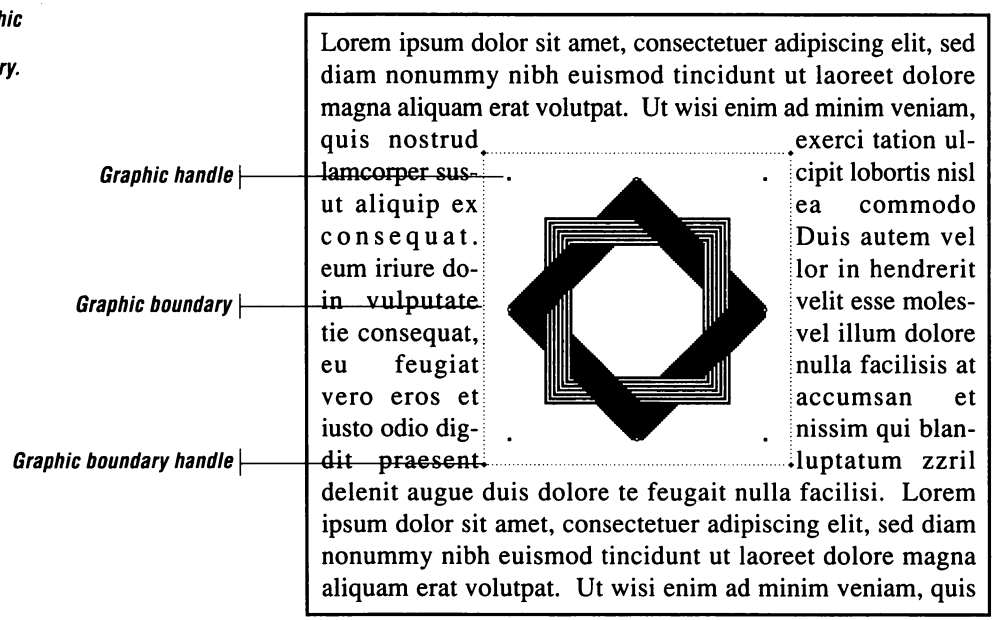
In PageMaker, you can control the way text and graphics meet on the page—no matter what the shape of a graphic—to create special effects. For example, suppose you draw a picture of a star using a graphics application. When you place the star in your publication, you can wrap the text around its graphic boundary.

To change the shape of text wrapping around a graphic, you must first create a graphic boundary and then adjust its shape. To create a boundary, select the graphic and select the text-wrap icon from the "Text wrap" dialog box.

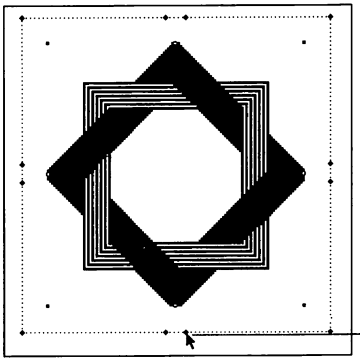
When you select a graphic that has a graphic boundary, the boundary is displayed on the screen as dotted lines with diamond-shaped handles surrounding the graphic. You change the shape of the boundary by dragging these handles. You can create additional handles by clicking the boundary.

To create a custom-shaped boundary around a graphic

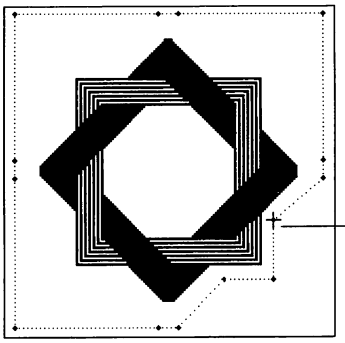
1. ***Select the graphic to display the graphic boundary.***



2 *Create new graphic boundary handles as necessary by clicking the boundary.*



3 *Drag the handles to change the shape of the boundary.*



5 *The text flows around the customized graphic boundary.*

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo

Drag-placing text and graphics

Drag-placing text or graphics means dragging a loaded text or graphics icon to define the exact size and shape of the text block or graphic as you place it.

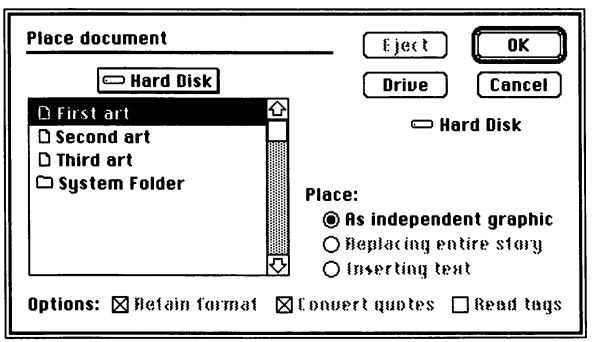
The pointer becomes a loaded text or graphics icon when you:

- Place a new story or graphic
- Click in a block's windowshade handle when there is more text to flow

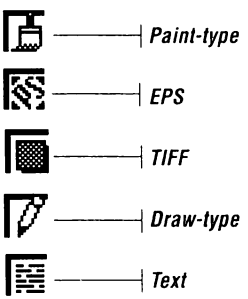
When you use the "Place..." command, the "Place document" dialog box displays a list of the text and graphics documents available from the current disk or folder. If the document you want is not listed, change to the appropriate disk or folder.

❶ *Choose "Place..."*

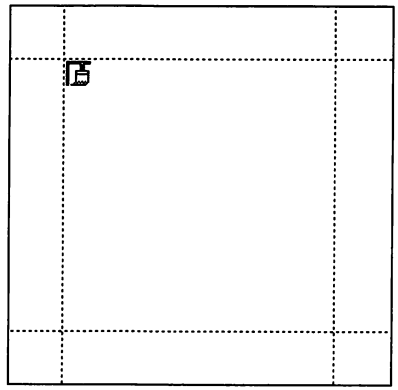
❷ *Double-click the name of the document you want to place.*



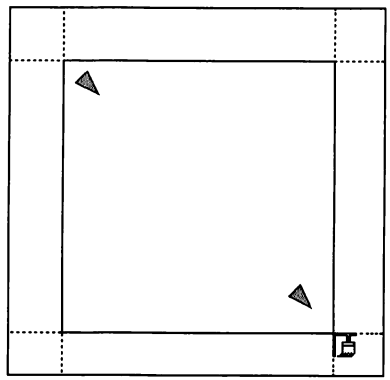
The pointer becomes a loaded text or graphics icon, indicating the type of document you are placing.



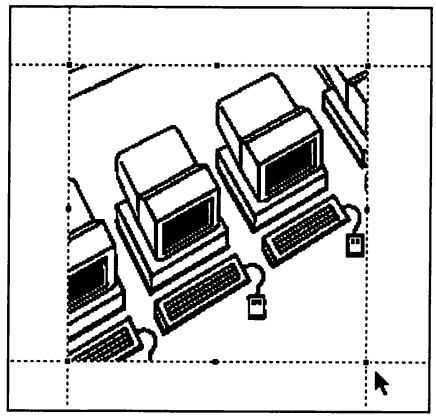
3. *Position the icon where you want the upper-left corner of the text block or graphic to be.*



4. *Hold down the mouse button, and drag the loaded text or graphics icon from the upper-left to lower-right corner of the area you want the text block or graphic to fill. If "Snap to guides" is turned on, PageMaker will align text block or graphic perfectly with the guides.*



5. *Release the mouse button. PageMaker places the text or graphic in the area you defined by dragging.*

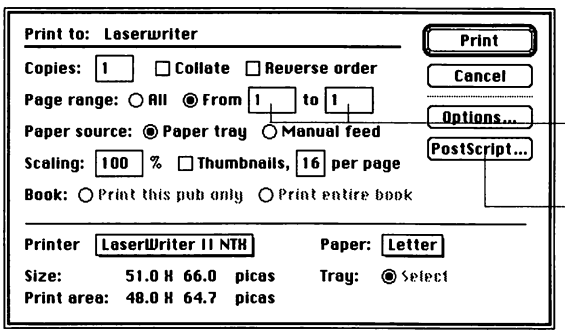


Exporting a page as an EPS graphic

You can export any single page of your publication as an EPS graphic simply by printing the page to disk. You can then import the graphic into the same publication, into a different publication, or into another program, such as Aldus FreeHand. For example, you might want to incorporate a page from one of your publications as a separate piece of art in another publication. You can modify the EPS graphic as you would most other graphics: You can crop it, resize it, apply color to it, and so on.

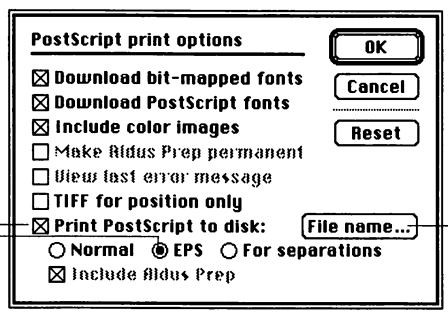
To export a page as an EPS graphic

❶ *Choose "Print..."*



❷ *Specify the page you want to export in the "Page range" edit boxes.*

❸ *Click here*



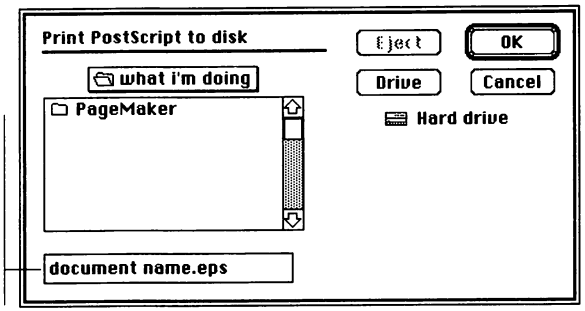
❹ *Check "Print PostScript to disk," and click "EPS."*

❺ *Click here*

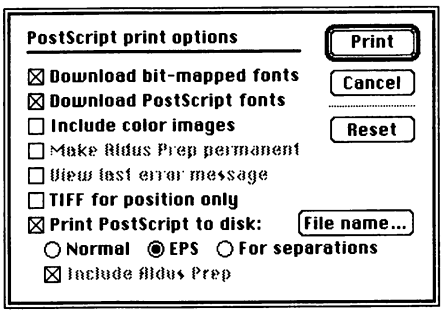
See also

Importing and exporting text and graphics 26
Print... 230
Printing 115

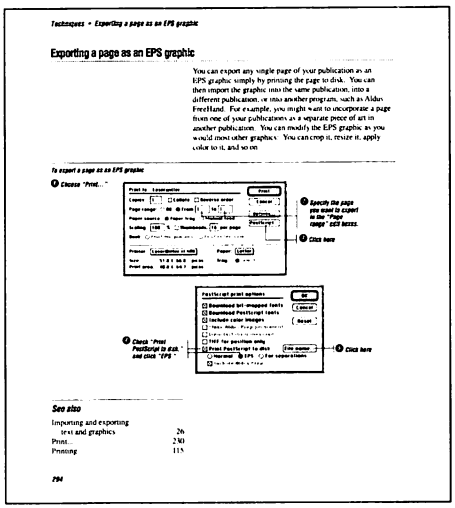
6. *In the "Print PostScript to disk" dialog box, type the filename you want (include the filename extension ".eps"), and click "OK."*



7. *In the "PostScript print options" dialog box, click "Print."*



The resulting EPS graphic can be used as you would use any other graphic. This one is an EPS of the preceding page.



Techniques • Exporting a page as an EPS graphic

Exporting a page as an EPS graphic

You can export any single page of your publication as an EPS graphic simply by printing the page to disk. You can then import the graphic into the same publication, into a different publication, or into another program, such as Aldus FreeHand. For example, you might want to incorporate a page from one of your publications as a separate piece of art in another publication. You can modify the EPS graphic as you would most other graphics. You can crop it, resize it, apply color to it, and so on.

To export a page as an EPS graphic

1 Choose "Print..."

2 Specify the page you want to export in the "Print range:" edit boxes.

3 Click here

4 Check "Print PostScript to disk," and click "EPS."

5 Click here

See also

Importing and exporting text and graphics 26
Print 230
Printing 115

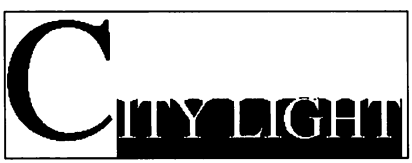
294

Kerning superscripted text for special effect

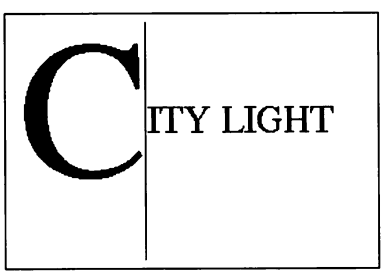
You will usually use PageMaker's kerning capability to fine-tune the spacing between individual letters. However, you can also use manual kerning to quickly create an eye-catching effect in which text appears embedded within an enlarged capital letter. For example, you might use this effect at the start of each new story in a publication to enhance the overall design of the piece, or to draw attention to key elements on a particular page.

❶ *Enlarge the selected letter.*

❷ *Select the remaining text, and choose "Type specs..."*

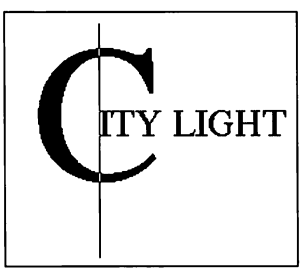


❸ *Choose "Superscript" from the "Position" pop-up menu.*



To change the vertical position (relative to the baseline) of superscripted letters, click "Options..." and type a new value for "Superscript position."

❹ *Place an insertion point in front of the first superscripted letter, and press Command + Delete until the text is positioned as you want it. To work with finer kerning increments (1/100th of an em space versus 1/25th of an em space), press Option + Delete.*

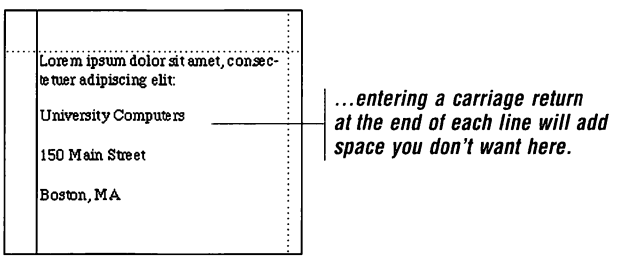


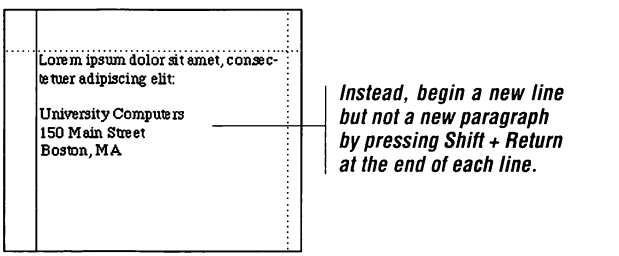
Line breaks versus paragraph breaks

A line break (Shift + Return) is similar to a paragraph break (carriage return) in that it moves the text-entry point to the beginning of the next line. However, unlike the paragraph break, the line break does not begin a new paragraph. Use the line break to create lists and tables that consist of many short lines but are, in fact, a single paragraph. You can also use the line-break technique to force a different line break in a paragraph of justified text. PageMaker will not apply paragraph attributes such as first-line indent, space before, or space after.

The line-break character can be imported from and exported to Microsoft Word.

If, for example, you are typing an address and your paragraph specifications call for added space after each paragraph...





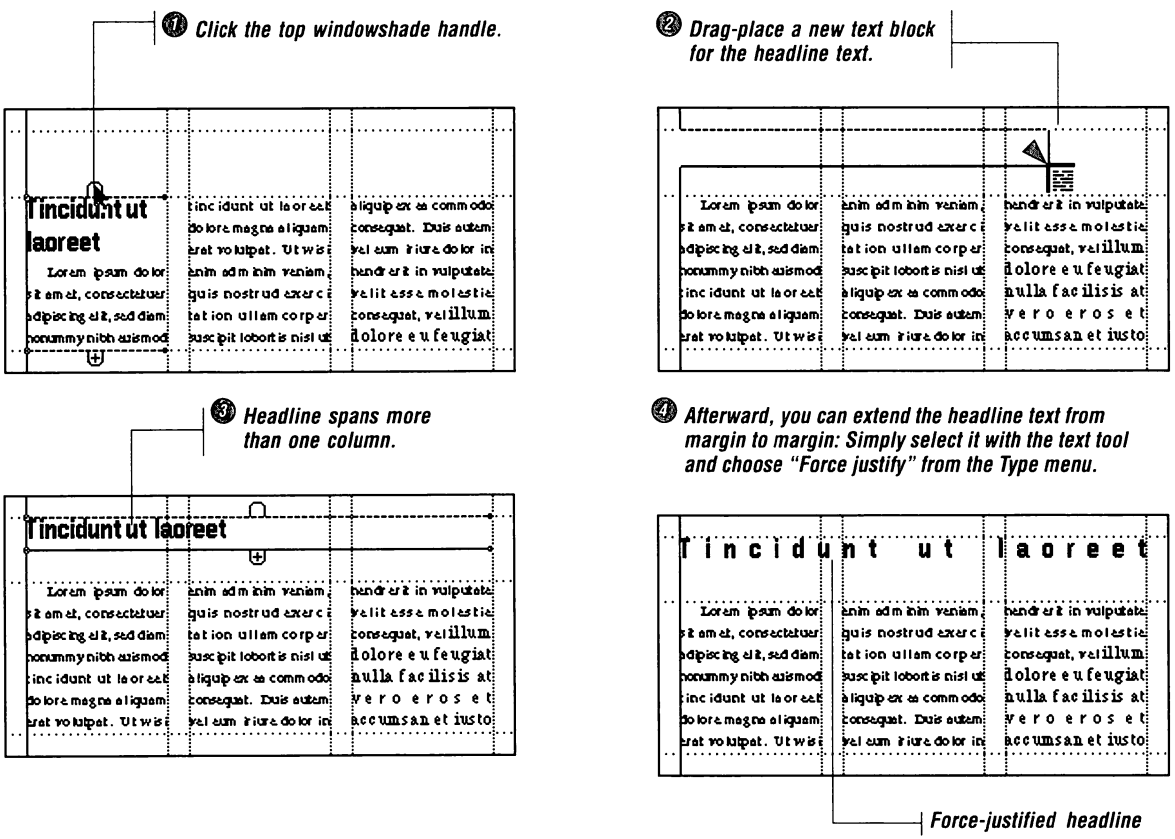
Making a headline span several columns

Usually you flow text between column guides. Sometimes, however, you want a story's headline to span more than a single column.

To extend a headline across columns, you must type or flow the headline into its own text block. You can make it into its own text block by using one of the following methods:

- Use the text tool to place an insertion point outside existing text blocks, and then type the headline.
- Use the pointer tool to click the top windowshade handle, and then drag-place a new text block containing the headline text.

The following description explains the second method.

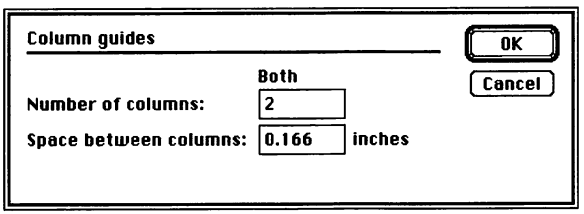


Mixing different numbers of columns on a page

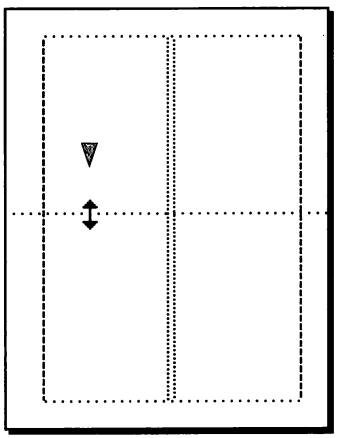
Using PageMaker, you can vary the number of columns on different parts of the same page. For example, you may want two columns in the top part of the page and three columns in the bottom part. You can mix columns in any combination provided you limit each page to a maximum of 20 columns. Once you have placed text or graphics on a page, changing the number of columns has no effect on the text or graphics already placed.

1. *Choose "Column guides..." from the Options menu.*

2. *Enter the number of columns you want in the top part of your page. Click "OK."*

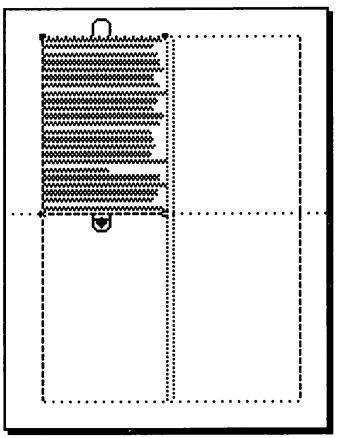


3. *Pull a ruler guide down and position it where you want the two-column format to end.*

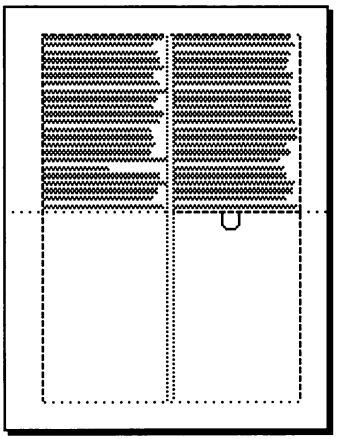


4. *Choose "Place..." from the File menu and select a document.*

5. *Drag-place the document within the first column down to the ruler guide.*

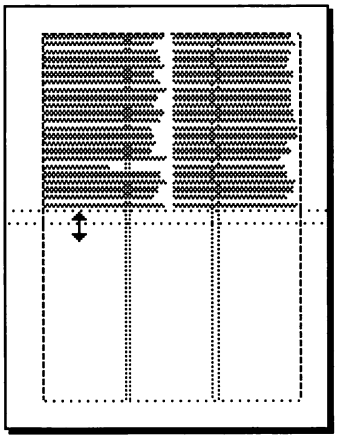


⑥ *Click the down arrow (▼) and drag-place the text within the second column down to the ruler guide.*

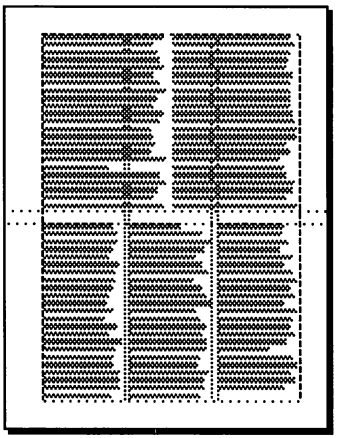


⑦ *Choose "Column guides..." again and enter the number of columns you want in the bottom part of your page.*

⑧ *Pull a ruler guide down and position it where you want the three-column format to begin.*



⑨ *Drag-place the same document within the newly defined columns, as described above, or select another document to drag-place.*

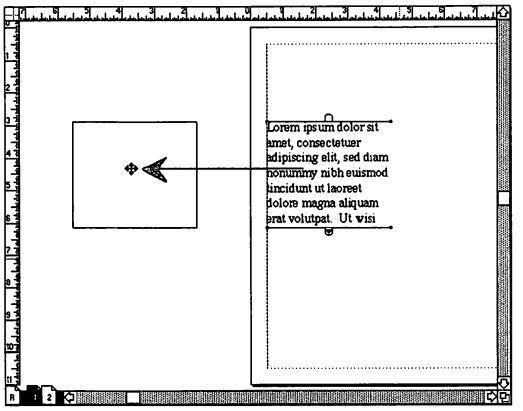


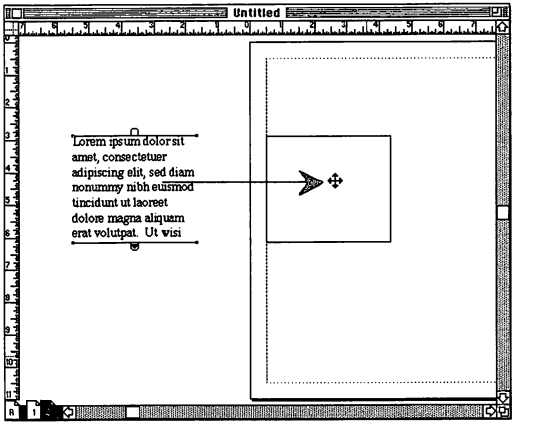
Moving an object to a different page

You can use PageMaker's pasteboard to temporarily store objects that you want to move to a different page in the same publication.

Note: You can also use the "Cut" and "Paste" commands to move an object to a different page. If at least one percent of the object's bounding box overlaps the page display, the object will be pasted on the new page in the same position it had on the page it was cut from. Otherwise the pasted object will be centered in the current page display. Also note that moving a text block in this way unthreads the text block from the rest of the story.

1. *Use the pointer to select the object you want to move.*
2. *Drag the object onto the pasteboard.*
3. *Go to the page where you want to put the object.*
4. *Drag the object to the new location.*



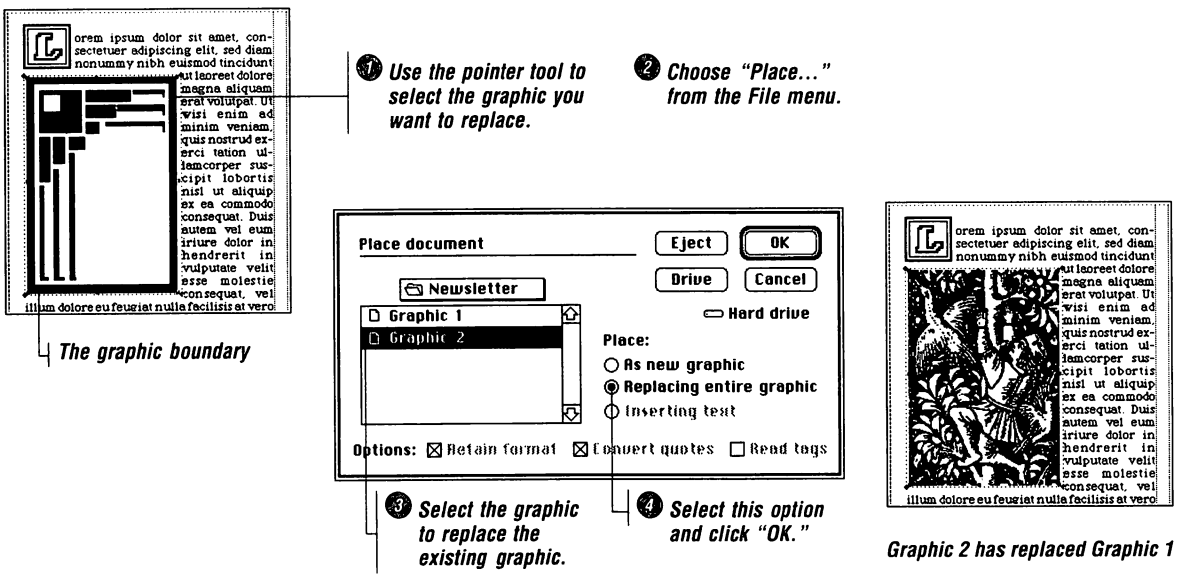


Replacing a graphic

You can replace an imported or drawn graphic with another graphic or with another version of the same graphic, thus eliminating the need to reposition or resize the replacement.

When the replacement graphic is the same size as the original before you placed it, PageMaker scales and crops the replacement in precisely the same way. When the replacement is a different size, PageMaker scales the replacement to fit the original graphic's space.

PageMaker also applies the original's graphic boundary to the replacement graphic.



See also

Customizing a graphic boundary 290
Place... 221

Replacing text

You can replace an entire story or selected text with new text from a word-processing program. PageMaker replaces the story or selected text with the new story in the new story's format. To impose the format of the current document on the replacement story, uncheck "Retain format" in the "Place document" dialog box.

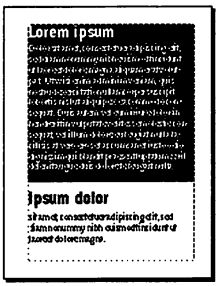
To replace an entire story in your PageMaker publication, either use the pointer tool to select any text block or use the text tool to place an insertion point anywhere in the story.

To replace only part of a story, use the text tool to select the text you want to replace.

If the resulting story is longer than the original, a ▼ will appear in the last text block's windowshade handle. Flow the remaining text by clicking the handle to display the loaded text icon. Position this icon and click where you want to continue the text.

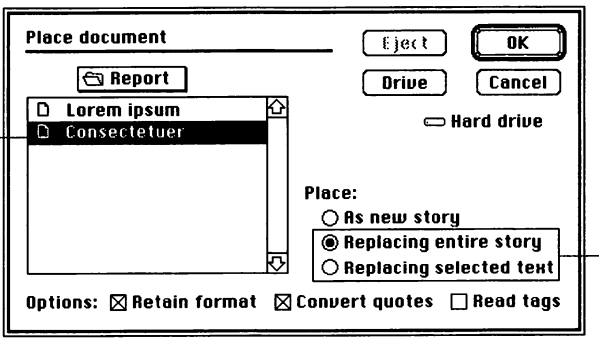
If the resulting story is shorter than the original, PageMaker shortens the last text block and the windowshade handle is empty.

1 *Select the story or text you want to replace.*

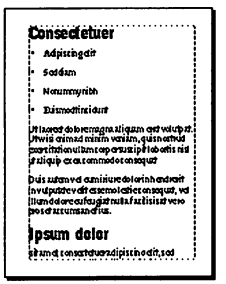


2 *Choose "Place..." from the File menu.*

3 *Select the text file you want as a replacement.*



4 *Select either "Replacing entire story" or "Replacing selected text."*



PageMaker replaces the existing story or selected text with the new text.

See also

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Replacing a graphic	302

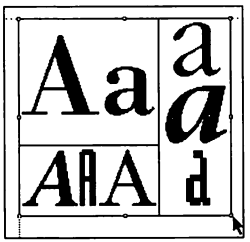
Scaling a graphic

After pasting or placing a graphic imported from another program, you can scale the graphic proportionally or distort it. Although you can restore a distorted graphic to its original proportions, doing so will not necessarily restore the graphic to its original size.

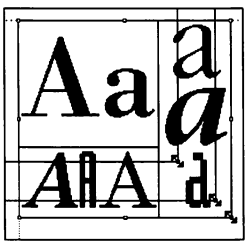
In addition, different printers provide different resolutions for printed graphics. When you begin your publication, choose the printer you want to use for producing your final copy so that the resolution of your graphic matches that of your printer. To do this, choose the "Print..." command from the File menu. In the "Print to (name of PostScript printer)" dialog box select your printer's model name from the "Printer" pop-up menu. Then click "Print" to print or "Cancel" to exit the dialog box.

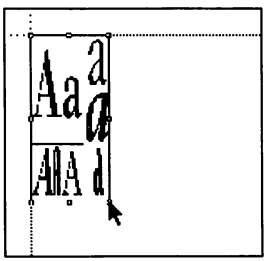
To resize (or distort) an imported graphic

1. *Point to corner handle of selected graphic and hold down mouse button.*



2. *When pointer turns into double-headed arrow, drag until graphic is desired size and shape.*

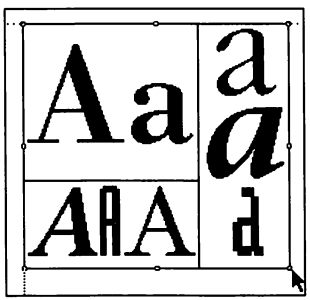




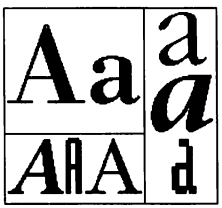
Graphic changes size, but not proportionally

To scale a graphic proportionally

1. *Hold down Shift and drag a corner handle.*



Graphic changes size proportionally



See also

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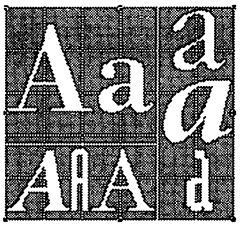
Working with independent and inline graphics	80

To restore a distorted graphic to its original proportions

1. *Use pointer tool to select distorted graphic.*

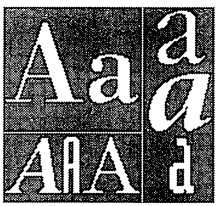
2. *Hold down Shift, point to any handle, and hold down mouse button.*

3. *When pointer changes to double-headed arrow, release mouse button.*



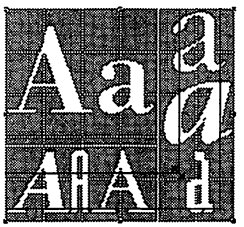
To resize a paint-type graphic to match printer resolution

Hold down Command while dragging so graphic's screen pattern will match printer resolution.

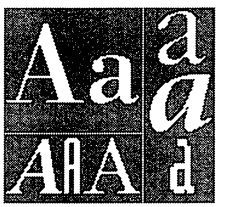


To both resize proportionally and match printer resolution

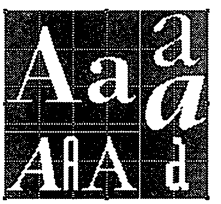
Hold down Shift + Command while dragging. As you drag, pointer snaps to next size appropriate for your printer.



Graphic stretched to printer's resolution

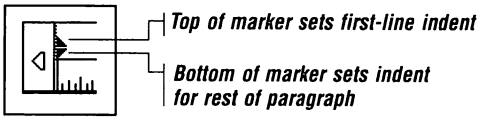


Graphic not stretched to printer's resolution

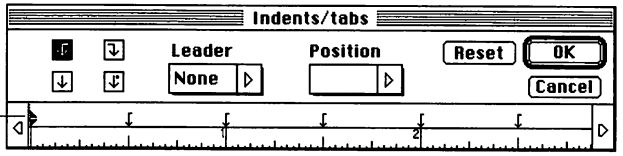


Setting a hanging indent

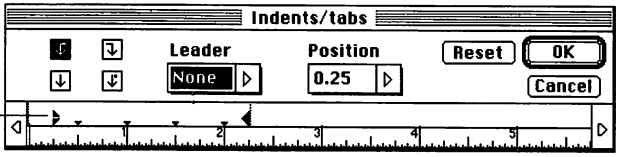
You can set a hanging indent—for a run-in headline, for example—using the "Indents/tabs..." command from the Type menu. A hanging indent specifies how far the first line of a paragraph extends to the left of the rest of the paragraph.



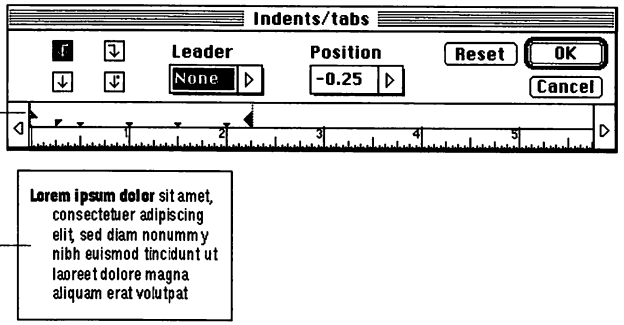
1. *Choose "Indents/tabs..." from the Type menu.*



2. *Drag the indent marker along the ruler to where you want all but the first line of your indented text to be aligned.*



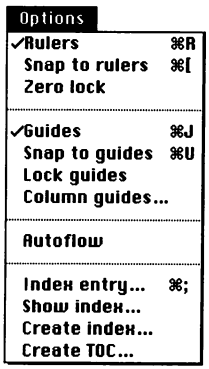
3. *Drag the top of the marker along the ruler to the left, where you want your first line of text to begin.*



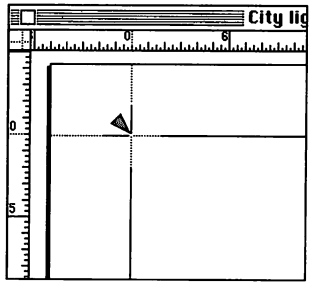
Using the zero point to create a layout grid

Setting the zero point at the upper-left corner of the page margin provides an effective measurement grid for layout ruler and column guides.

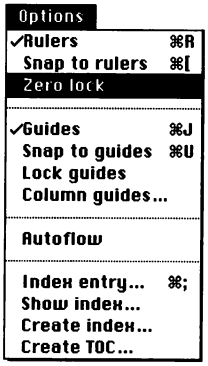
1. *Make sure that "Zero lock'" is unchecked.*



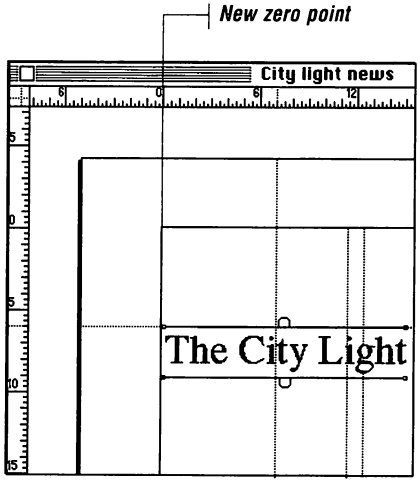
2. *Click the intersection of the two dotted lines in the upper-left corner and drag diagonally down to the upper-left corner of the page margins.*



3. *Choose "Zero lock" to lock the zero point in place.*



4. *Measuring from the upper-left corner of the page margins, place ruler and column guides where you want them.*



Working with multiple objects on the page

Because you typically have both text blocks and graphic elements on the page, you will frequently be working with several objects rather than a single object. You may sometimes want to select several objects as a group so that you can move, copy, or delete them simultaneously rather than one at a time.

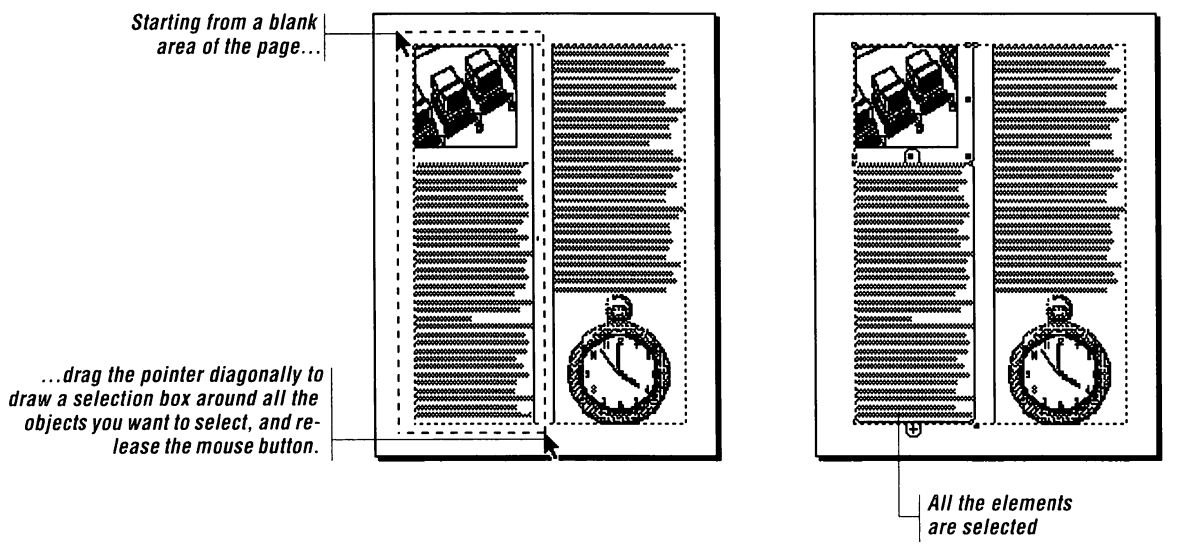
For example, after creating the first of two master pages, you can select any text and graphics you want to repeat on the second master page, copy them to the Clipboard, and then paste them to the second master page.

Selecting multiple objects

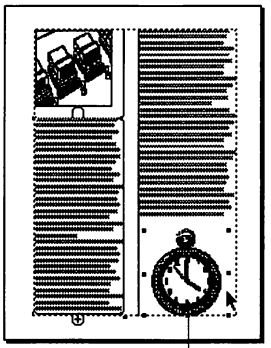
Choose from three techniques to select a group of objects:

- Use the pointer to draw a selection box around the group. This technique is useful when the objects are located in a distinct group isolated from other objects.

To draw a selection box



To select a group object by object



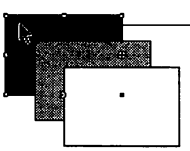
Hold down the Shift key and use the pointer tool to click each text block or graphic you want to select. After you click, handles appear.

- While holding down the Shift key, use the pointer to select each object in the group. This technique is preferable when objects are not grouped together. To deselect an object, continue to hold down Shift and click the object again.
- Choose "Select all" from the Edit menu to select all text blocks and graphics in the publication window: that is, everything on the page and pasteboard. To select all but a few text blocks and graphics in the publication window, choose "Select all," then hold down Shift and click the objects you want to exclude. Using "Select all" is the best way to show the handles and boundaries of every text block and graphic in the window.

Selecting overlapping objects

Each text block, graphic, and column or ruler guide is an object in a different layer, like sheets of paper stacked on a desk. Each time you place or move a text block or graphic, it becomes the top layer, covering the layers below it. However, you can select a text block or graphic on any layer and move it to any other layer.

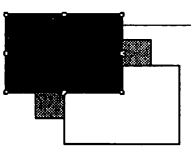
To select an object below the top layer



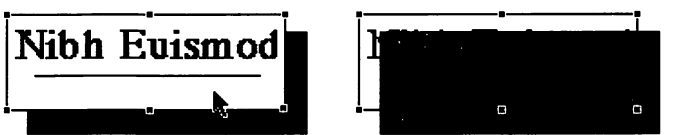
If the object is partially visible, click to select it...

...or, if the object is hidden behind another object, hold down Command and click where the two objects overlap until the object you want is selected.

To move a selected object to any other layer



Choose "Bring to front" from the Element menu to move the object to the top of the stack...



...or choose "Send to back" to move the object to the bottom of the stack.

Selecting when column or ruler guides overlap objects

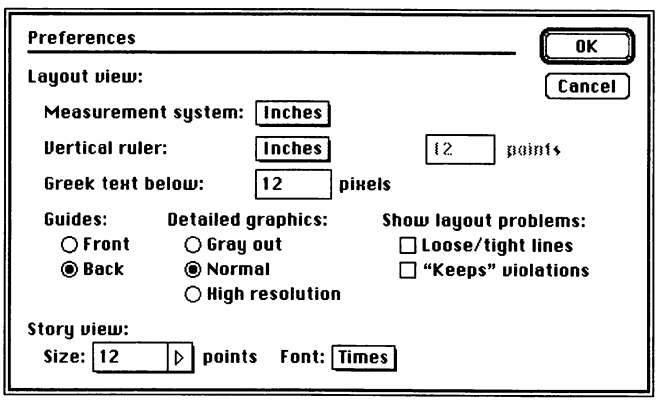
Guides can occupy layers either above or below the layers of text and graphics, depending upon what you have specified using the "Preferences..." command.

You may have to override this layering when you want to select a graphic or text positioned on a guide, or when an object blocks a guide you want to select.

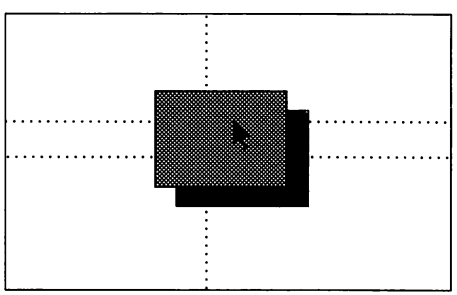
To set the guides in front of or behind elements on the page

1. *Choose "Preferences" from the Edit menu.*

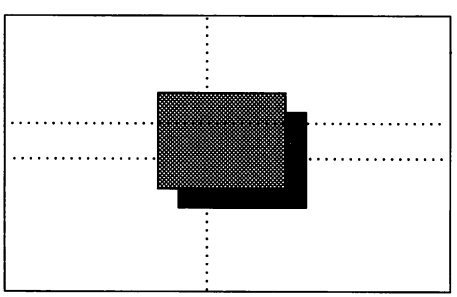
2. *Select "Front" or "Back" under the "Guides" option, and click "OK."*



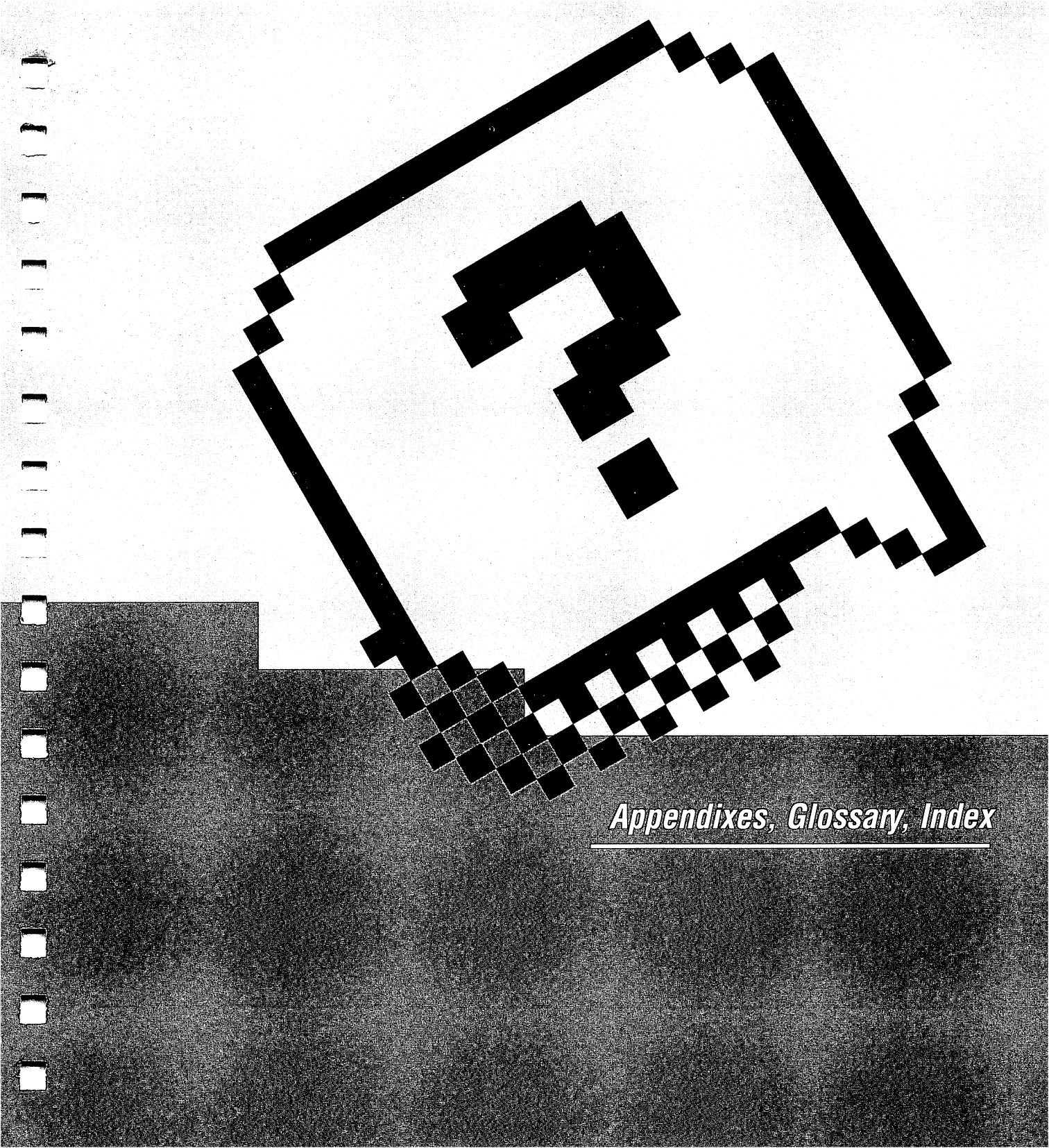
To select a guide blocked by a graphic or text...



...hold down Command and click where the object overlaps the guide...



...until the guide is selected.



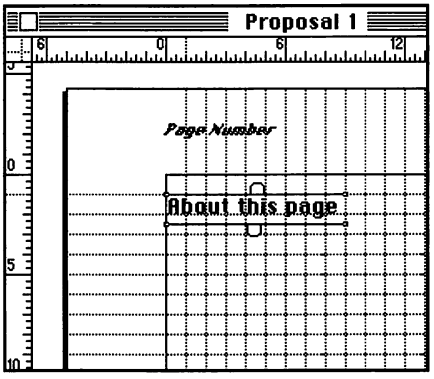
Appendixes, Glossary, Index

Appendix A: Accuracy in PageMaker

How accurate is PageMaker? If you have used prepress systems but are new to desktop publishing, you may want to know more about the positional accuracy you can expect from PageMaker. Knowing the strengths and limitations of your publishing software and hardware can save you time and expense in preparing your camera-ready artwork for printing.

This appendix discusses:

- PageMaker's measurement system and invisible grid
- Precision alignment using "Snap to guides" and "Snap to rulers"
- PageMaker's flexible and accurate kerning methods
- What you can expect from the printing process
- How closely your screen display resembles the printed version



PageMaker's invisible grid helps you accurately position objects on the page

Measuring on an invisible grid

Most precision drawing and layout software programs use an invisible grid as the basis for their measurement system. PageMaker is no exception. You determine PageMaker's grid by setting the unit of measure in the "Preferences" dialog box. PageMaker then uses this grid to achieve the level of accuracy required by professional publishers.

When you have PageMaker's rulers visible, any object that you align to a ruler tick mark is positioned by PageMaker accurately to within 1/2880th of an inch (0.00882mm), no matter what page size you have displayed. For example, if you position an object at 9/32nds of an inch, PageMaker will position that object at .28125 inch on the grid, give or take three ten-thousandths of an inch. In practical terms, PageMaker achieves a precision greater than that achievable by the highest-resolution printers or imagesetters available in commercial printing today. Therefore, when you use PageMaker to create your publications, you are not tied to what is displayed on the

screen at 72 dots per inch (dpi) or to what can be printed on a particular output device, such as a 300-dpi laser printer.

When you are laying out your pages, PageMaker's grid is accurate at any display size, even "Fit in window." The number of ruler tick marks PageMaker can display is tied to the page view you have selected. You will find, therefore, that you have more ruler tick marks to align to when you work at one of the magnified page sizes. For example, if you set your unit of measure to "Picas" and your display size to "400%," PageMaker displays ruler tick marks at one-point intervals. For decimal inches, the smallest ruler increment is 1/100th of an inch (1mm).

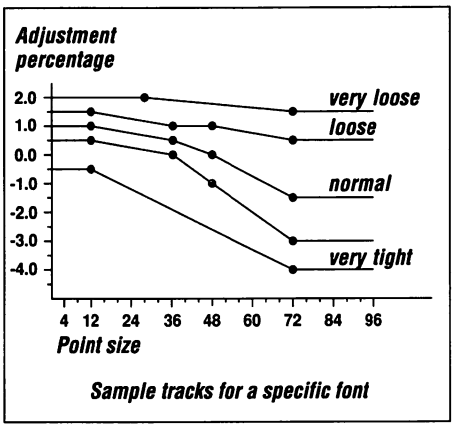
Using "Snap to guides" and "Snap to rulers" for precision alignment

Using PageMaker's "Snap to guides" and "Snap to rulers" commands further simplifies the process of laying out your pages. When "Snap to guides" is active, guides attract objects that you place close by, thereby making it easy to align objects with each other precisely. Also, when "Snap to rulers" is active, you can only create ruler guides that correspond to ruler tick marks. Both commands make exact alignment of objects possible at any display size. For example, if you want to position an object such as a logo 2.34 inches down from the top of each page, you can turn on "Snap to rulers" and "Snap to guides," zoom to "400%" display size, drag a ruler guide down to the 2.34-inch tick mark, and then work in any display size to place objects at that position.

If two objects are snapped to the same ruler guide, the objects will always print with no gap or overlap, regardless of the printing resolution. PageMaker ensures this by placing the objects so that the edges of the objects overlap the guides along their top and left sides but just touch the guides along their right and bottom sides. (This placement is apparent if you have set your guides to appear behind the page elements using the options in the "Preferences" dialog box.)

Finely tuned kerning

In addition, when you are working with text in your publication, PageMaker gives you maximum flexibility for kerning type at a level of precision that exceeds that required by printers or



Sample tracks for a specific font

imagesetters. You can kern any one of three ways: manually, automatically, or by kerning tracks. For manual kerning, you can kern in coarse increments (1/25th of an em space) or fine increments (1/100th of an em space). If you choose track kerning, PageMaker uses kerning tracks that have been designed by professionals to achieve the optimum kerning for the font and point size you are using. For example, if the font was designed in 18-point type, PageMaker first adjusts all the other point sizes for that font to look as the font designer intended ("normal" track kerning). Then, depending on the kerning track you choose, PageMaker adjusts the type to look looser or tighter than "normal."

Inaccuracies caused by the printing process

No matter how precisely you align the elements of your page in PageMaker, you may find some inaccuracies when you print your publication. These inaccuracies can show up when you print a proof to a laser printer, when you create negatives or positives on an imagesetter, or when your commercial printer prints the final version of your document on a printing press. Each printer has different tolerances and may be calibrated slightly differently. Even imagesetters are not always calibrated to tight tolerances. If close printing tolerances are important to you, plan to invest some time discussing the subject with your commercial printer. Make sure that your commercial printer understands your requirements so that problems can be minimized.

What you get is better than what you see

It is natural to assume that what you see on the screen is going to be exactly what you get when you print. In actuality, this may not be the case. The resolutions of video displays and printers can vary significantly. In addition, fonts may be displayed on the screen using QuickDraw but printed using PostScript. Therefore, printed output almost always looks far better than what you see on the screen.

PageMaker is designed to account for these differences within the limits of the hardware devices. For example, the line breaks you see for text on the screen will be the same as those you see when the publication is printed. But the placement of words and letters within the lines may vary.

Most screens have a resolution of 72 dpi and this is what you see

Printed to a PostScript device, the same word looks much better at 1270 dpi

PageMaker's ability to display text that looks like printed output also depends on what fonts you have installed on your system. When PageMaker displays text on the screen, it uses the screen font that most closely approximates the font that will be used for the printer. However, unless you have installed screen fonts for each point size and display size that you will be using, the widths of characters that appear on the screen may vary from those that are printed. You can minimize this problem by installing as many fonts as possible and by using screen fonts that have the same character widths as the printer fonts that you will be using. Printer fonts compatible with Adobe Type Manager, for example, have the same character widths as Adobe Type Manager's outline fonts for the screen.

Since PageMaker is most concerned with ensuring that the beginnings and endings of your lines of text are accurately displayed and printed, it distributes the difference in font character widths evenly across the line of text. This means that, for example, if you were to draw a box around a single character within a line of text, that box would probably not print in the same position as shown on the screen. Unless you are using outline fonts such as those Adobe Type Manager uses for screen display, underlining or drawing boxes around text in the middle of a line may be difficult to accomplish with sufficient accuracy.

Another anomaly caused by low display resolutions can be seen in PageMaker's display of tick marks. Depending on the unit of measure you have chosen, you may notice that ruler tick marks are not evenly spaced on the screen. This is caused by the mismatch between the unit of measure you have chosen and the low resolution of the display. For example, it is not possible to display decimal inches evenly on a 72-dpi screen at "400% size." (It would be if the screen had a resolution of 100 dpi instead of 72-dpi, or if the display size were 360% instead of 400%.)

What is important to remember is that even though the ruler tick marks may not be displayed evenly, this does not affect the alignment of objects. At "400% size" in decimal inches, tick marks are really at 1/100th of an inch (1mm), regardless of how they are displayed. Any objects you align to one of the tick marks will print precisely at that measurement on the grid to within 1/2880th of an inch (0.00882mm). So you should always align to the tick marks; don't attempt to adjust for display anomalies. ❦

Appendix B: Text formats imported by PageMaker

This appendix describes the text formats that carry over to PageMaker when you add word-processed documents into your PageMaker 4.0 publication. Use the tables to see which type specifications, paragraph specifications, and special functions of your word-processing program PageMaker recognizes.

Type specifications imported by PageMaker

Most type specifications that you apply in your word-processing program carry over to PageMaker 4.0. The following table indentifies type specifications that PageMaker recognizes.

Type specifications

	MS Word		MacWrite		MS Works	WordPerfect	DCA	RTF
Version:	**3.02**	**4.0**	**5.0**	**II**	**2.00a**	**1.02**		
All typefaces	Yes	Yes	Yes	Yes	Yes	Yes	Yes[7]	Yes
Whole type sizes	Yes	Yes	Yes	Yes	Yes	Yes	Yes[8]	Yes
1/2 point sizes	—[1]	—	—	Yes	—	—	Yes[8]	Yes
128-650 pt. text	—	—	—	No	—	—	Yes[8]	Yes
Bold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Italic	Yes	Yes	Yes	Yes	Yes	Yes[6]	—	Yes
Underline	Yes[2]	Yes[2]	Yes	Yes	Yes	Yes[2]	Yes	Yes[9]
Strikethru	Yes	Yes	—	Yes	—	Yes	Yes[7]	Yes
Outline	Yes	Yes	Yes	Yes	Yes	Yes	—	Yes
Shadow	Yes	Yes	Yes	Yes	Yes	Yes	—	Yes
Expand/Condense	No	Yes[3]	—	—	—	—	—	Yes
Hidden	No	No	—	—	—	—	—	No
Superscripts	Yes[4]	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Subscripts	Yes[4]	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Super/subscript pos.	No[4]	Yes	—	—	—	No[4]	—	Yes
Small caps sizes	—	—	—	—	—	—	—	Yes
Super/subscript sizes	No[4]	Yes	Yes[4]	Yes[4]	Yes	No[4]	—	Yes
Special characters	Yes[5]	Yes[5]	Yes	Yes	Yes	Yes	—	Yes[5]
Color	—	Yes	—	No	No	No	Yes	Yes

1 Half-point sizes are not imported. Instead, PageMaker rounds up to the next whole point size. Half-point type in PageMaker is rounded down to the next whole number in Word (e.g., 14.5-point type in PageMaker becomes 14-point

type in Word). Half-point leading in PageMaker is rounded up to the next whole number in Word (e.g., 12.5-point leading in PageMaker becomes 13-point leading in Word).

2 PageMaker converts all underline styles to a single unbroken underline. However, the original underline style is saved for exporting from PageMaker.

3 PageMaker can convert to set width, manual kerning, or track kerning by selecting an option in the "Word 4.0 Import Filter" dialog box.

4 PageMaker reduces superscripts and subscripts to 7/12ths of the normal type size and places them at 1/3rd the selected point size above or below the baseline of normal text. For example, a superscript that occurs in a paragraph where 12-point text is specified would be sized in PageMaker at 7 points and positioned 4 points above the baseline.

5 PageMaker removes formulas and line numbers from imported text files.

6 "Redline text" is imported as italic type.

7 PageMaker imports only strikethru with hyphens.

8 PageMaker converts DCA fonts to the appropriate font and type size available on your Macintosh.

9 PageMaker imports both continuous and word underlining. All underline styles are converted to single underline.

Paragraph specifications imported by PageMaker

Most paragraph specifications that you apply in your word-processing program are carried over to PageMaker. The following table identifies paragraph specifications that PageMaker recognizes.

Paragraph specifications

	MS Word		MacWrite		MS Works	WordPerfect	DCA	RTF
Version:	**3.02**	**4.0**	**5.0**	**II**	**2.00a**	**1.02**		
Spacing								
Letter spacing	—	—	—	—	—	No	—	—
Word spacing	—	—	—	—	—	—	—	Yes
Line spacing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Paragraph spacing	Yes	Yes	—	Yes	—	—	—	Yes
Top of caps leading	—	—	—	—	—	—	—	Yes
Hyphenation								
Zone	—	—	—	—	—	No	—	Yes[5]

Paragraph specifications, continued

	MS Word		MacWrite		MS Works	WordPerfect	DCA	RTF
Version:	**3.02**	**4.0**	**5.0**	**II**	**2.00a**	**1.02**		
Tabs								
Left	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Right	Yes	Yes	—	Yes	Yes	Yes	Yes	Yes
Center	Yes	Yes	—	Yes	Yes	Yes	Yes	Yes
Decimal	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Special	Yes[1]	Yes [1]	—	—	—	—	—	Yes[1]
Leaders								
Period	Yes	Yes	—	Yes	—	—	—	Yes
Hyphen	Yes	Yes	—	Yes	—	—	—	Yes
Underscore	Yes	Yes	—	Yes	—	—	—	Yes
Custom characters	—	—	—	No	—	—	—	—
Indents								
Hanging indent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nested indent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Justification/alignment								
Left	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Right	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Center	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Full/Justify	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Other								
Column breaks	—	Yes[2]	—	No	—	—	Yes	Yes
Page breaks	No	Yes[2]	No	No	No	No	Yes	Yes
Keep lines together	No	Yes	—	—	—	—	—	Yes
Keep with next	No	Yes	—	—	—	—	—	Yes
Block protection	—	—	—	—	—	No	—	—
Paragraph rule above	—	Yes	—	—	—	—	—	Yes
Paragraph rule below	No	Yes	—	—	—	—	—	Yes
Include in TOC*	No	Yes[3]	—	—	—	No	Yes	Yes
Widow & orphan control	No	No	—	—	—	No	—	Yes[4]
"Next" styles	No	Yes	—	—	—	—	—	Yes

* Table of contents

1 Bar tabs specified in Word are converted to left-aligned tabs in PageMaker.

2 PageMaker imports page breaks only if set as paragraph attributes (using the "Paragraph..." command in Word). All other column and page breaks are ignored. You can specify how you want to import the page break by selecting an option in the "Word 4.0 import filter" dialog box.

3 PageMaker can import both kinds of Word 4.0 TOC entries: "outline," or ".c.," depending on the option selected in the "Word 4.0 import filter" dialog box.
4 If widow control is turned on in Word text, both widow and orphan control will be on for that text when it is imported into PageMaker.
5 RTF sets one hot zone for the entire document.

Special functions imported by PageMaker

Most special functions that you apply in your word-processing program are not imported into PageMaker.

The following table indentifies special functions that PageMaker recognizes.

Special functions

	MS Word		MacWrite		MS Works	WordPerfect	DCA	RTF
Version:	**3.02**	**4.0**	**5.0**	**II**	**2.00a**	**1.02**		
Columns	No	No	—	No	—	No	—	No
Headers/footers	No	No	No	No	No	Yes[11]	No	No
Page numbers	No	No	No	Yes	No	No	No	No
Footnotes[1]	Yes	Yes	—	Yes	—	Yes	Yes	Yes
Index entries	No	Yes[4]	—	—	—	No	Yes	Yes
Index levels	—	Yes[5]	—	—	—	No	—	Yes[5]
Outlines	Yes[2]	Yes[2]	—	—	—	No	Yes	Yes
Style sheets	Yes	Yes	—	—	—	No	—	Yes
TOC* entries	Yes[2]	Yes[6]	—	—	—	No	—	Yes[6]
Graphics	Yes	Yes	Yes	Yes	No[10]	No	—	Yes
Borders	No[3]	Yes[7]	—	—	—	—	—	Yes[7]
Tables	—	Yes[8]	—	—	—	—	—	Yes[8]
Auto pair kerning	—	—	—	—	—	—	—	—
Manual kerning	—	—[9]	—	—	—	—	—	—
Track kerning	—	—[9]	—	—	—	Yes	—	—
Paragraph #s	—	—	—	—	—	Yes	—	—

* Table of contents
1 All footnotes import with their numbering intact, but PageMaker groups them at the end of the document as endnotes.
2 Indexes, outlines, and tables of contents are functions created with hidden text or style sheets in Word. PageMaker removes the hidden characters and imports the rest.

3 Borders from Word 3.0, 3.01, and 3.02 do not appear in PageMaker. However, if you export back to Word, the formatting is retained.

4 Word index entries with page ranges indicated with ".i(." and ".i)." are imported into PageMaker as two individual page references separated by a comma. For example, if your imported file contains a ".i(." index code for topic A on page 1, and a final ".i)." index entry for topic A on page 4, the index entry in PageMaker will be "Topic A 1,4."

5 PageMaker imports up to 2 subordinate levels (3 total levels) of index entries.

6 PageMaker applies table of contents entries to whole paragraphs. A line return marks the end of an entry. Hidden semicolons used as entry end markers for hidden ".c." TOC entries are ignored.

7 "Border Above" and "Border Below" (called "rules" in PageMaker) are imported. Other border styles are not displayed in PageMaker, but are preserved for export.

8 Word tables are imported into PageMaker as tab-delimited text.

9 The optional "Word 4.0 import filter" dialog box lets you import Word's condensed/expanded type as set width, manual kerning, or track kerning.

10 Graphics from Works 2.00a files can only be imported via the Clipboard or the Scrapbook.

11 Text-only, no special characters.

Appendix C: Extended characters

The following table describes the keystrokes you can use to enter special characters into your publication. Special characters include typographer's quotation marks (" "), other language alphabetical characters and diacritical marks (ç, ë), en spaces and em spaces, and the trademark and copyright symbols (™, ©), to name only a few. Entry methods for both text and dialog boxes are included. A plus sign (+) between key names tells you to press the keys simultaneously. A comma (,) between key names tells you to release the first key or key combination, and then press the key or key combination following the comma.

Extended characters

Text graphic	Dialog box graphic	Description	Text entry method	Dialog box entry method
na	?	single character wildcard	na	?
na	^ w	white space wildcard	na	^ w or ^ W
	^ t	horizontal tab	Tab	^ t or ^ T
	^ p	end of paragraph	Return	^ p or ^ P
	^ n	forced line end	Shift + Return	^ n or ^ N
/	^ /	non-wordbreak slash	Cmd + Opt + /	^ /
-	^ ~	non-wordbreak dash	Cmd + Opt + -	^ ~
-	^ c	computer hyphen	na	^ c or ^ C
0, #	^ #	current page number	Cmd + Opt + p	^ # or ^ 3
	^ m	em space	Cmd + Shift + m	^ m or ^ M
	^ >	en space (1/2 em)	Cmd + Shift + n	^ >
	^ <	thin space (1/4 em)	Cmd + Shift + t	^ <
-	^ -	discretionary (soft) hyphen	Cmd + -	^ -
–	–	en dash	Opt + -	^ =
—	—	em dash	Opt + Shift + -	^ _ (underscore)
?	^ ?	question mark	Shift + ?	^ ?
^	^ ^	caret	Shift + ^	^ ^
"	"	typographer's open quotation marks	Opt + [	same
"	"	typographer's close quotation marks	Opt + Shift + [	same
'	'	typographer's single open quotation marks	Opt +]	same
'	'	typographer's single close quotation marks	Opt + Shift +]	same
«	«	opening guillemets (Fr. open quotation marks)	Opt + \	same
»	»	closing guillemets (Fr. close quotation marks)	Opt + Shift + \	same

Text graphic	Dialog box graphic	Description	Text entry method	Dialog box entry method
‹	□	opening single guillemet	Opt + Shift + 3	same
›	□	closing single guillemet	Opt + Shift + 4	same
…	…	ellipses	Opt + ;	same
	^ s	nonbreaking space	Opt + spacebar	same or ^ s or ^ S
¿	¿	inverted question mark	Opt + /	same
¡	¡	inverted exclamation point	Opt + Shift + 1	same
Á	□	uppercase A with acute accent	Opt + Shift + y	same
À	À	uppercase A with grave accent	Opt + ‘, Shift + a	same
Â	□	uppercase A with circumflex accent	Opt + Shift + r	same
Ã	Ã	uppercase A with tilde accent	Opt +n, Shift + a	same
Ä	Ä	uppercase A with diaeresis accent	Opt + u, Shift + a	same
Å	Å	uppercase A with ring accent	Opt + Shift + a	same
Ç	Ç	uppercase C with cedilla accent	Opt + Shift + c	same
É	É	uppercase E with acute accent	Opt + e, Shift + e	same
È	□	uppercase E with grave accent	Opt + Shift + i	same
Ê	□	uppercase E with circumflex accent	Opt + Shift + t	same
Ë	□	uppercase E with diaeresis accent	Opt + Shift + u	same
Í	□	uppercase I with acute accent	Opt + Shift + s	same
Ì	□	uppercase I with grave accent	Opt + Shift + g	same
Î	□	uppercase I with circumflex accent	Opt + Shift + d	same
Ï	□	uppercase I with diaeresis accent	Opt + Shift + f	same
Ñ	Ñ	uppercase N with tilde accent	Opt + n, Shift + n	same
Ó	□	uppercase O with acute accent	Opt + Shift + h	same
Ò	□	uppercase O with grave accent	Opt + Shift + l (el)	same
Ô	□	uppercase O with circumflex accent	Opt + Shift + j	same
Ö	Ö	uppercase O with diaeresis accent	Opt + u, Shift + o	same
Õ	Õ	uppercase O with tilde accent	Opt + n, Shift + o	same
Ú	□	uppercase U with acute accent	Opt + Shift + ;	same
Ù	□	uppercase U with grave accent	Opt + Shift + x	same
Û	□	uppercase U with circumflex accent	Opt + Shift + z	same
Ü	Ü	uppercase U with diaeresis accent	Opt + u, Shift + u	same
Ÿ	□	uppercase Y with diaeresis accent	Opt + Shift + ‘	same
á	á	lowercase a with acute accent	Opt + e, a	same
à	à	lowercase a with grave accent	Opt + ‘, a	same
ä	ä	lowercase a with diaeresis accent	Opt + u, a	same
ã	ã	lowercase a with tilde accent	Opt + n, a	same
å	å	lowercase a with ring accent	Opt + a	same
ç	ç	lowercase c with cedilla accent	Opt + c	same
é	é	lowercase e with acute accent	Opt + e, e	same
è	è	lowercase e with grave accent	Opt + ‘, e	same

Text graphic	Dialog box graphic	Description	Text entry method	Dialog box entry method
ê	ê	lowercase e with circumflex accent	Opt + i, e	same
ë	ë	lowercase e with diaeresis accent	Opt + u, e	same
í	í	lowercase i with acute accent	Opt + e, i	same
ì	ì	lowercase i with grave accent	Opt + ‘, i	same
î	î	lowercase i with circumflex accent	Opt + i, i	same
ï	ï	lowercase i with diaeresis accent	Opt + u, i	same
ñ	ñ	lowercase n with tilde accent	Opt + n, n	same
ó	ó	lowercase o with acute accent	Opt + e, o	same
ò	ò	lowercase o with grave accent	Opt + ‘, o	same
ô	ô	lowercase o with circumflex accent	Opt + i, o	same
ö	ö	lowercase o with diaeresis accent	Opt + u, o	same
õ	õ	lowercase o with tilde accent	Opt + n, o	same
ú	ú	lowercase u with acute accent	Opt + e, u	same
ù	ù	lowercase u with grave accent	Opt + ‘, u	same
û	û	lowercase u with circumflex accent	Opt + i, u	same
ü	ü	lowercase u with diaeresis accent	Opt + u, u	same
ÿ	ÿ	lowercase y with diaeresis accent	Opt + u, y	same
Æ	Æ	uppercase AE diphthong	Opt + Shift + ‘	same
æ	æ	lowercase ae diphthong	Opt +’	same
Œ	Œ	uppercase OE diphthong	Opt + Shift + q	same
œ	œ	lowercase oe diphthong	Opt + q	same
†	†	dagger symbol	Opt + t	same
‡	□	double dagger symbol	Opt + Shift + 7	same
°	°	degree symbol	Opt + Shift + 8	same
¤	□	general currency symbol	Opt + Shift + 2	same
¥	¥	Japanese yen symbol	Opt + y	same
£	£	British pound sterling symbol	Opt + 3	same
¢	¢	U.S. cent symbol	Opt + 4	same
∞	∞	infinity symbol	Opt + 5	same
§	§	section symbol	Opt + 6	same
¶	¶	paragraph symbol	Opt + 7	same
•	•	bullet	Opt + 8	same
ª	ª	feminine ordinal indicator	Opt + 9	same
º	º	masculine ordinal indicator	Opt + 0 (zero)	same
ß	ß	German double s	Opt + s	same
®	®	registration symbol	Opt + r	same
©	©	copyright symbol	Opt + g	same
™	™	trademark symbol	Opt + 2	same
◊	◊	diamond, lozenge symbol	Opt + Shift + v	same
´	´	acute accent	Opt + e + spacebar	same

Text graphic	Dialog box graphic	Description	Text entry method	Dialog box entry method
¨	¨	diaeresis accent, umlaut	Opt + u + spacebar	same
≠	≠	does-not-equal symbol	Opt + =	same
≈	≈	approximately-equals symbol	Opt + x	same
√	√	root symbol	Opt + v	same
ƒ	ƒ	function symbol	Opt + f	same
¬	¬	negation, logical NOT	Opt + l (el)	same
±	±	plus/minus symbol	Opt + Shift + =	same
∫	∫	integral symbol	Opt + b	same
÷	÷	division symbol	Opt + /	same
‰	□	salinity symbol	Opt + Shift + e	same
/	□	virgule	Opt + Shift + 1	same
fi	□	fi ligature	Opt + Shift + 5	same
fl	□	fl ligature	Opt + Shift + 6	same
Ø	Ø	uppercase O with slash	Opt + Shift + o	same
ø	ø	lowercase o with slash	Opt + o	same
≤	≤	less-than or equal-to symbol	Opt + ,	same
≥	≥	greater-than or equal-to symbol	Opt + .	same
Δ	Δ	uppercase delta	Opt + j	same
Ω	Ω	uppercase omega	Opt + z	same
∑	∑	uppercase sigma, summation symbol	Opt + w	same
∏	∏	uppercase pi	Opt + Shift + p	same
π	π	lowercase pi	Opt + p	same
µ	µ	lowercase mu, micron symbol	Opt + m	same
∂	∂	lowercase delta, differential symbol	Opt + d	same
ı	□	dotless "i"	Opt + Shift + b	same
ˆ	□	circumflex	Opt + Shift + n	same
˜	□	tilde	Opt + Shift + m	same
¯	□	macron (diacritical)	Opt + Shift + ,	same
˘	□	breve	Opt + Shift + .	same
˙	□	dot	Opt + h	same
°	□	ring	Opt + k	same
·	□	vertically centered period	Opt + Shift + 9	same
◆	□	Apple symbol	Opt + Shift + k	same

Appendix D: Ranges in PageMaker settings

When you work with PageMaker you have to specify many settings, from the page size of a new publication to the percentage you can scale the pages when you print your finished work. You will use use the default settings frequently; at other times you'll need to define your own settings. The table in this section shows the ranges you can specify for most PageMaker options. Whether you're typing numbers in a dialog box or wondering how many publications you can have in a book, you can refer to this table when you want to know the limits, if any, that you may run into, or the increments with which you can change the settings.

Ranges in PageMaker

Dialog box	Option	Lower limit	Upper limit	Increment
"Book publication list"	Number of publications in a book	1	unlimited	1
"Change"	Number of characters you can change	0	32,767	1
"Colors" palette and "Define colors"	Number of colors in a palette	3	65,280	1
"Column guides"	"Number of columns"	1	20	1
"Create table of contents"	Characters in a table of contents title	0	30	
"Create index entry"	"For next _ paragraphs"	1	255	
"Create index entry"	Characters in an index title	0	30	
"Create index entry"	Characters in an index topic or sort string	0	50	
"Define styles"	Length of style names (characters)	1	31	1
"Find"	Number of characters you can search for	1	32,767	1
"Indents/tabs"	Number of tab stops in a line	0	40	
"Links"	Number of linked documents	0	32,767	1
"Page numbering"	Page number ranges in one publication	1	9999	1
"Page setup"	Custom page size in inches	0.01 x 0.01	17 x 22	0.01
"Page setup"	Number of pages in one publication	1	999	1
"Paragraph rule options"	Grid size (points)	0	1638	0.1
"Paragraph rule options"	Number of inches[1] above or below the baseline.	22.75	22.75	0.01
"Paragraph specifications"	"Keep with next _ lines"	0	3	1

Dialog box	Option	Lower limit	Upper limit	Increment
"Paragraph specifications"	"Orphan control _ lines"	0	3	1
"Paragraph specifications"	Widow control _ lines	0	3	1
"Preferences"	Greek text below (pixels)	0	32,767	1
"Spacing attributes"	"Autoleading: _% of point size"	0%	200%	1%
"Spacing attributes"	Letter space desired[2]	-200%	200%	1%
"Spacing attributes"	Letter space maximum	-200%	200%	1%
"Spacing attributes"	Letter space minimum	-200%	200%	1%
"Spacing attributes"	Word space desired[3]	0%	500%	1%
"Spacing attributes"	Word space maximum	0%	500%	1%
"Spacing attributes"	Word space minimum	0%	500%	1%
"Text wrap"	Text wrap standoff in inches	-22.75	22.75	0.01
"Type options"	Small caps size _ % of point size	1% or 1 point[4]	200%	0.1%
"Type options"	Super/subscript position _ % of point size	0%	500%	0.1%
"Type options"	Super/subscript size _ % of point size	1%	200%	0.1%
"Type specifications"	Font size (points)	4	650	0.1
"Type specifications"	Leading (points)	0	1300	0.1
"Type specifications"	Set width of type	0.1%	250%	0.1%
"PostScript printer options"	Manual tiling overlap in points	0	360	0.1
"PostScript printer options"	Number of thumbnails per page	1	64	1 or 2
"PostScript printer options"	Print scaling	25%	1000%	1%

1 The measurement system set in the "Preferences" dialog box.
2 -200% ≤ minimum ≤ desired ≤ maximum ≤ 200%.
3 0% ≤ minimum ≤ desired ≤ maximum ≤ 500%.
4 Whichever is larger.

Appendix E: Creating PostScript documents

Encapsulated PostScript (EPS or EPSF) is a special format for text and graphics that are created using the PostScript programming language. An EPS document consists of structured PostScript code and comments. This appendix explains:

- How EPS documents work
- What PageMaker requires in an EPS document

How EPS documents work

When you select an EPS document for importing into PageMaker, PageMaker scans the PostScript code. PageMaker checks the syntax of the PostScript code itself, while doing special processing of the structuring comments that affect the placing of the document.

When you bring the graphic into layout view, you'll see either a shaded box that matches the BoundingBox comment in your EPS document or a screen version of the graphic. If you want to display a screen version of the graphic, your EPS document must include a TIFF or PICT version of the image.

If your EPS document does not contain a screen version, PageMaker displays a bounding box that includes the structuring comments that identify the title of the graphic, who created it, and when.

Because the EPS format document is a graphic, you can manipulate it on the page, cropping and resizing it to fit your page layout.

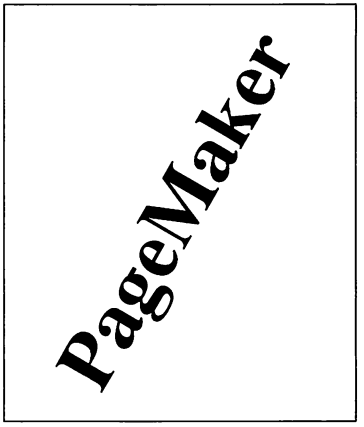
What PageMaker requires in an EPS file

If you are writing your own PostScript code, be aware that the code must be "well behaved" in its use of certain PostScript operators, manipulation of the graphics state, and manipulation of the PostScript stacks and global dictionaries. Otherwise, PageMaker may not be able to read it.

To be well behaved, a PostScript program should not use operators such as settransfer, setpageparams, setscreen, exitserver, note, initgraphics, erasepage, copypage, grestoreall, initmatrix, initclip, banddevice, framedevice, nulldevice, and renderbands. PageMaker will scan the PostScript program and remove any such dangerous operators. An exitserver operator terminates the placing of the document.

The PostScript program must also conform to standard structuring conventions for PostScript documents. For information about these standards, see Appendix C of the *PostScript Language Reference Manual*, and a supplementary publication, *Encapsulated PostScript Files Specification Version 2.0*. Both publications were written by Adobe Systems, Inc., the creators of PostScript.

Here's an example of an EPS document, as well as the graphic that you can print using the program. The program lets you rotate text at any angle.




```
%!PS-Adobe-2.0 EPSF-1.2
%%Creator: jwhiting
%%CreationDate: 12/12/89
%%Title: Rotated Text
%%BoundingBox: 0 0 150 150
%%EndComments

20 10 moveto
% select the font.
/Times-Bold findfont
% select the point size.
30 scalefont setfont
% select the angle of rotation
60 rotate
% what text string do you want?
(PageMaker) show
showpage
```

Specify the angle of rotation here

Type the text you want to rotate

In addition, Aldus Corporation has expanded the definition of some of the Adobe structuring comments and added some structural comments that make the documents easier to place. Developers of software that produce EPS documents should contact Adobe Systems, Inc., or Aldus Corporation directly for a technical memo that provides more information about requirements for EPS documents.

Appendix F: PageMaker defaults

PageMaker ships with preset options and settings, called defaults, which you can change to suit your needs both before and during your work on a publication.

For example, if the size of most of your publications is 11 by 17 inches, you can use the "Page setup..." command from the File menu to change the default values for page size from 8.5 by 11 inches to 11 by 17 inches. In this way you will not have to reset the page size for each new publication.

PageMaker has two kinds of defaults:

- Application defaults, which PageMaker uses from session to session. You change application defaults from the desktop (i.e., when no publication is open). The defaults you set from the desktop will apply to every new PageMaker publication you create.

- Publication , which apply to the current publication only. You reset defaults for a particular publication when that publication is open. When you select the new default, make sure the arrow tool is active and no text or graphic is selected. PageMaker saves the new setting so that you don't have to reset it each time you open the publication. Changing the publication defaults, however, does not change the application defaults.

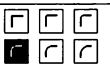
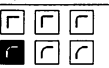
To change defaults of either kind, choose from the following tables of settings and commands. As the tables indicate, you choose some default settings from dialog boxes and others by checking or unchecking commands.

Note: The values of the U.S. and International English defaults shown here may be different from the defaults for versions of PageMaker in other languages.

Changing defaults in dialog boxes

Dialog box option	U.S. default	Int'l English default
Column guides		
Number of columns	1 (Both)	1 (Both)
Space between columns	0.167 inches (Both)	4.2mm (Both)
Define styles		
Style	Body text	Body text
	Caption	Caption
	Headline	Headline
	Subhead 1	Subhead 1
	Subhead 2	Subhead 2
Hyphenation		
Hyphenation	On	On
	Manual plus dictionary	Manual plus dictionary
Limit consecutive hyphens to	No limit	No limit
Hyphenation zone	0.5 inches	12.7mm
Indents/tabs		
Alignment	Align left	Align left
Leader	None	None
Position	Every 0.5 inch	Every .5cm
Link options: Defaults		
Text	Store copy in publication	Store copy in publication
Graphics	Store copy in publication	Store copy in publication
Page numbering		
Style	Arabic	Arabic
Index and TOC prefix	None	None

Dialog box option	U.S. default	Int'l English default
Page setup		
Page	Letter	A4
Page dimensions	8.5 by 11 inches	210 by 297mm
Orientation	Tall	Tall
Start page #	1	1
# of pages	1	1
Single- or double-sided	Double-sided	Double-sided
Facing pages shown for a double-sided publication	Facing pages	Facing pages
Margins	Inside: 1 inch Outside, Top, and Bottom: 0.75 inch	Inside: 25mm Outside, Top, and Bottom: 20mm
Paragraph rule options		
Top (inches above baseline)	Auto	Auto
Bottom (inches below baseline)	Auto	Auto
Align to grid	No	No
Grid size	0 points	0 points
Paragraph rules		
Rule above paragraph	None	None
Line style	1 point	1 point
Line color	Black	Black
Line width	Width of column	Width of column
Indent		
Left	0 inches	0mm
Right	0 inches	0mm
Rule below paragraph	None	None
Line style	1 point	1 point
Line color	Black	Black
Line width	Width of column	Width of column
Indent		
Left	0 inches	0mm
Right	0 inches	0mm

Dialog box option	U.S. default	Int'l English default
Paragraph specifications		
Indents	Left, First, and	Left, First, and
	Right: 0 inches	Right: 0mm
Paragraph space	Before: 0 inches	Before: 0mm
	After: 0 inches	After: 0mm
Alignment	Left	Left
Dictionary	US English	UK English
Keep lines together	No	No
Keep with next	0 lines	0 lines
Column break before	No	No
Widow control	0 lines	0 lines
Page break before	No	No
Orphan control	0 lines	0 lines
Include in table of contents	No	No
Preferences		
Layout view:		
Measurement system	Inches	Millimeters
Vertical ruler	Inches	Millimeters
Custom	12 points	12 points
Greek text below	6 pixels	6 pixels
Guides	Front	Front
Detailed graphics	Normal	Normal
Show layout problems:		
Loose/tight lines	No	No
"Keeps" violations	No	No
Story view:		
Size	12 points	12 points
Font	Times	Times
Rounded corners		
Corner option		

Dialog box option	U.S. default	Int'l English default
Spacing attributes		
Word space	Minimum: 50%	Minimum: 50%
	Desired: 100%	Desired: 100%
	Maximum: 200%	Maximum: 200%
Letter space	Minimum: -5%	Minimum: -5%
	Desired: 0%	Desired: 0%
	Maximum: 25%	Maximum: 25%
Pair kerning	Auto above 12 pts	Auto above 12 pts
Leading method	Proportional	Proportional
Autoleading	120% of point size	120% of point size
Text rotation		
Rotation option	None	None
Text wrap		
Wrap option	None	None
Standoff in inches	Left, Right, Top, Bottom: all 0.167inches	Left, Right: 3.2mm Top, Bottom: 6.4mm
Type options		
Small caps size	70% of point size	70% of point size
Super/subscript size	58.3% of point size	58.3% of point size
Superscript position	66.6% of point size	66.6% of point size
Subscript position	66.6% of point size	66.6% of point size
Type specifications		
Font	Times	Times
Size	12 points	12 points
Leading	Auto	Auto
Set width	Normal	Normal
Position	Normal	Normal
Case	Normal	Normal

Dialog box option	U.S. default	Int'l English default
Type specifications (continued)		
Track	No track	No track
Color	Black	Black
Type style	Normal	Normal

Changing default options from the menus

The following menus show the factory-set defaults for these commands. When a command is checked, that option is turned on.

Menu option	U.S. and Int'l English default
Options menu in layout view	
Rulers	On
Snap to rulers	Off
Zero lock	Off
Guides	On
Snap to guides	On
Lock guides	Off
Autoflow	Off
Options menu in story view	
Display ¶	Off
Display style names	On
Page menu in layout view only	
Fit in window	On
Display master items	On
Type menu in layout and story views	
Font	Times
Size	12 points
Leading	Auto
Set width	Normal

Menu option	U.S. and Int'l English default
Type menu in layout view and story views	
Track	No track
Type style	Normal
Alignment	Align left
Style	No style
Element menu in layout view only	
Line	1 point
Fill	None
Windows menu in layout and story views	
Toolbox	On
Scroll bars	On (not available in story view)
Style palette	Off
Color palette	Off

Glossary

Alignment In general, the way elements are laid out on a page. In specific, the way that text lines up on a page or in a column: aligned left (flush on the left and ragged on the right; also called unjustified); centered (each line centered in the middle of a column); aligned right (flush right, ragged left); justified (flush on both the left and right, not including the last line of a paragraph); or force-justified (flush on both the left and right, including the last line of a paragraph).

Anchored Fixed, or attached, to a point on the page in the publication window. For example, when you draw or resize a graphic, one corner of the graphic does not move: It remains anchored to its original location on the page. Also, the insertion point acts as an anchor from which you drag to select text.

Ascender The portion of a lowercase letter that rises above the main body of the letter (as in b, d, and h). *See also* Descender.

Autoflow A mode of text placement in which text flows continuously onto successive pages. Additional pages are automatically created as needed, until PageMaker either places the entire text document or reaches the maximum number of available pages in the current publication. *See also* Manual text flow, Semiautomatic text flow.

Automatic hyphenation A paragraph specification that directs PageMaker to hyphenate text as necessary based on the rules you choose in the Hyphenation dialog box. Automatic hyphenation is PageMaker's default and can be overridden for selected paragraphs or styles. *See also* Discretionary hyphen.

Bitmapped graphic A graphic-image document formed by a series of dots, with a specific number of dots per inch. Also called a paint-type graphic.

Bleed The result of placing a graphic on the page so that one or more sides extend beyond the margin guides at the page edge. In commercial printing, graphics can bleed beyond the trim edge of the page so that when the page is trimmed to size, the bleed extends to the edge of the paper with no margin space.

Book A method of organizing PageMaker publications using the "Book..." command on the File menu. The publications in a book in PageMaker can have a common index and table of contents and can all be printed at one time. A book list is a list of publications identified as one book in PageMaker.

Camera-ready Traditionally, copy that is ready to be reproduced, or photographed, to create printing plates; in desktop publishing, any copy that is ready to be given to the commercial printer. *See also* Mechanical.

Case Text can be lower- or uppercase. Traditionally, upper- and lowercase referred to where lead type was stored in a printer's printing case. Today, case refers to the capitalization (or not) of letters in a word. For example, the first letter in this sentence is in uppercase, and the rest of the letters are in lowercase. In PageMaker, you can set the case of text to "Small caps" (capital letters specified to be a percentage of the current point size, typically 70 percent), "All caps," or "Normal" (all letters restored to the case they were when originally typed or placed on the page).

CMYK colors A color model that defines color using the four process colors: cyan, magenta, yellow, and black. *See also* Process colors.

Color name tag A color name used as a label in an imported, word-processed document. If the color name tag matches a color name in the current publication, PageMaker applies the color's definition to the imported text.

Color palette A small movable window that overlaps PageMaker's publication window and contains a list of colors that you can apply to objects in the publication.

Composite The black-and-white proof of the publication or, for a color publication, one sheet per publication page (rather than separate sheets for each overlay) printed on a color printer. Composite also means a page number that has two parts. For example, 4-1 may refer to page 1 in part 4.

Consecutive hyphens Successive lines of text that end with a hyphenated word. You can specify a limit for the number of consecutive hyphens using the "Hyphenation..." command on the Type menu.

Crop marks The fine, intersecting lines PageMaker prints to mark the corners of a page. If the page size is smaller than the paper size, crop marks are used to trim the pages.

Cropping tool The tool you use to trim an imported graphic in PageMaker.

Crossbar The shape the pointer assumes when you select a tool for drawing lines and shapes.

Default An option or setting that PageMaker automatically uses unless you specify otherwise.

Descender The portion of a lowercase letter that hangs below the main body of the letter or baseline (as in g, j, and p). *See also* Ascender.

Discretionary hyphen A hyphen you type to identify where PageMaker can divide a word to fit text into the specified line length. The hyphen shows on the screen only if PageMaker actually uses it to break the word at the end of a line. *See also* Automatic hyphenation.

Double-sided publication A publication reproduced on both sides of a sheet of paper. The front side of a page is the odd-numbered side (recto); the back side is the even-numbered side (verso). The inside margin is the right margin of even-numbered pages and the left margin of odd-numbered pages. *See also* Facing pages.

Downloadable fonts Fonts that you can buy separately and install in your Macintosh System file to expand the variety of fonts available on your printer.

Draw-type graphic An illustration created in an object-oriented, or draw-type, application. *See also* Bitmapped graphic.

Em A unit of measure (in PageMaker a non-breaking space) equal in height and width to the point size of the type in use. For example, a 12-point em is 12 points wide and tall. *See also* En, Nonbreaking space, Thin space.

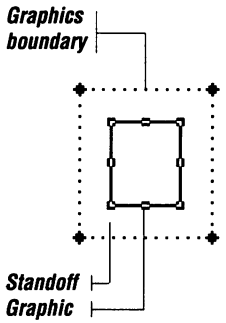
En A unit of measure one half the width of an em. *See also* Em, Thin space.

Encapsulated PostScript (EPS) A draw-type graphic document that you create using PostScript code or a graphics application that produces PostScript code. *See also* Draw-type graphic.

Facing pages In a double-sided publication, the two pages that face each other when the publication is open. Facing pages consist of an even-numbered page on the left and an odd-numbered page on the right. *See also* Double-sided publication.

Font The complete assortment of characters for one style and size of a particular typeface, including uppercase and lowercase characters, figures, and punctuation marks.

Footer A design element at the bottom of a page, often showing the name of the publication and the page number. *See also* Header.



Grabber hand The icon that appears when you press the Option key and drag the mouse to move the page around in the publication window.

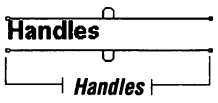
Graphics boundary A dotted line set around a graphic that defines where text can and cannot flow in relation to the graphic. Initially a graphics boundary is rectangular. However, by manipulating its vertices you can edit it to any shape you want. Once edited, a graphics boundary becomes a custom graphics boundary. *See also* Standoff.

Greeked text Simulated text used to represent small type sizes or to speed the display of text on the screen. Line breaks in greeked text exactly match the line breaks of the text it simulates. You can set the point size below which PageMaker greeks text in the "Preferences" dialog box.

Grid An invisible series of lines extending from the tick marks on the rulers that PageMaker uses to precisely place text and graphics on the page. *See also* Layout grid.

Guides One of three types of nonprinting lines—margin guides, ruler guides, and column guides—that you can create to help align the contents of the page. Overlapping column guides and margin guides look like dashed lines.

Halftone screening A printing process that represents a scanned continuous-tone image by converting each gray area in the image into fixed patterns of black-and-white dots that vary in size.



Handles The eight small, solid rectangles that surround a selected graphic shape; the two small rectangles at the ends of a selected line; the horizontal lines with loops at the top and bottom of a selected text block (i.e., windowshade handles); the small, solid rectangles at the four corners of a text block selected with the pointer tool; or the small solid diamonds on a graphics boundary. Used for manipulating the size, shape, and location of an item. *See also* Windowshade handles.

Hanging indent A kind of first-line indent in which the first line is extended farther to the left of the margin than the main body of the paragraph. *See also* Indent.

Hard return Made by pressing the Return key. A hard return, or carriage return, creates a line break and identifies the end of a paragraph. *See also* Soft return.

Header A design element at the top of a page, often showing the name of your publication. A page design can include a header, a footer, or both. *See also* Footer.

HLS colors A color model that defines colors using percentages of hue, lightness, and saturation. *See also* HSB colors.

HSB colors A color model that defines colors using percentages of hue, saturation, and brightness. The HSB color model is used in the Apple color wheel. HLS and HSB color models are similar but different in the degree of lightness or brightness that is needed to create a fully saturated color.

I-beam The shape the pointer assumes when you select the text tool.

Indent The amount of space a line or paragraph is inset or extended from the normal margin of a paragraph (rather than from the page margins). You can create a right indent, left indent, first-line (including hanging) indent, or nested indent.

Independent graphic A graphic placed in a publication or created using PageMaker's tools that is not tied to the text surrounding it. *See also* Inline graphic.

Inline graphic A graphic in PageMaker that is embedded in a text block or line of text. When you place a graphic as an inline graphic, PageMaker anchors the graphic to the text and repositions or relocates it accordingly when the text block is recomposed or moved. *See also* Independent graphic.

Insertion point The blinking vertical bar that tells where the next typed or pasted text will appear.

Kerning Adjusting the spacing between characters, usually by moving them closer together to make them more aesthetically pleasing. You can kern characters manually and you can direct PageMaker to kern certain pairs of characters automatically using the "Paragraph..." command from the Type menu. *See also* Letter spacing, Pair-kerning, Track kerning.

Knockout An area on a printer's spot-color overlay in which an overlapping color is deleted so the background color shows through. *See also* Composite, Spot-color overlay.

Layout grid The underlying design plan for a publication based on a series of nonprinting horizontal and vertical lines (column, margin, and ruler guides) that intersect to form a grid.

Layout view A perspective of a publication in PageMaker that shows you the placement of elements on each page. In layout view, you can place objects, flow text, and adjust the layout of elements on the page. *See also* Story view.

Leading (Pronounced ledding) The amount of vertical spacing, measured in points, between the tops of the capital letters in two successive lines of text. Set a custom leading value for your text by entering a point-size number with the "Leading" command from the Type menu, or you can turn on "Autoleading" in the "Type specifications" dialog box and PageMaker will calculate leading that is 120% of the current type size. *See also* Proportional leading.

Letter spacing The amount of space between letters. PageMaker determines letter spacing based on a paragraph's style definition. You can change letter spacing uniformly using the "Paragraph..." command from the Type menu, or by automatically or manually kerning pairs of adjacent letters. *See also* Nonbreaking space, Kerning, Pair-kerning, Track kerning.

Line style As determined by using commands from the "Line" menu, the appearance of a line or border drawn in PageMaker.

Linking In PageMaker, establishing an association between an external file on the disk and a placed object or block of text in the publication.

Manual text flow A mode of text placement in which text flows either to the bottom of the column or to the first object that blocks the text and then stops flowing. *See also* Autoflow, Semiautomatic text flow.

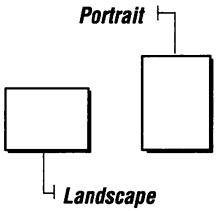
Master page A page opened by clicking the "L" or "R" page icon in the publication window on which you put the text, graphics, and guides you want repeated on many pages in a publication. A single-sided publication has only a right-hand master page. A double-sided publication has separate left- and right-hand master pages.

Mechanical The pages of a complete publication assembled and including all camera-ready text and graphics. Also known as camera-ready art. *See also* Camera-ready.

Negative Photographic film used to create a printing plate that contains an image of the page in which the elements on the page are reversed so that the dark areas appear light, and vice versa. *See also* Positive.

Nonbreaking space A special kind of space you insert between two words to prevent their being separated by a line break. A nonbreaking, or fixed space, is treated like a character by PageMaker: It can be affected by letter spacing or kerning, but PageMaker will not modify the width of the space to loosen or tighten lines for composition.

Object-oriented graphic A graphic created with geometric elements that are saved in a PICT or EPS file format. *See also* Draw-type graphic, Encapsulated PostScript, PICT.



OPI Common acronym for Open Prepress Interface, a descriptive language developed by Aldus and prepress vendors that provides a standardized link between desktop publishing and prepress systems. PageMaker can print a PostScript publication that is compatible with OPI.

Orientation The position of text on a page. "Tall" (portrait) orientation means the text is taller than it is wide. "Wide" (landscape) orientation means the text is wider than it is tall.

Orphan One or more initial lines of a paragraph falling at the bottom of a column or page and separated from the rest of the paragraph at the top of the next column or page. You can define the number of lines you want considered to be an orphan (1–3 lines) using the "Paragraph..." command on the Type menu.

Pair-kerning Automatically kerning selected pairs of characters when they would otherwise be spaced too close or too far apart. Characters that are pair-kerned are specified by the font designer. You can also kern characters manually. *See also* Nonbreaking space, Kerning, Letter spacing.

PANTONE Colors or PANTONE MATCHING SYSTEM A color system of over 700 standard colors developed by Pantone, Inc. and used by designers, ink manufacturers, and commercial printers. In PageMaker, you can choose from the library of colors listed in the PANTONE Color Formula Guide 747XR.

Pasteboard The work surface surrounding the page(s) you are working on. Text and graphics you move to the pasteboard remain there when you turn to another page or close the publication.

Pasteup The process of placing text and graphics in position on your mechanical or, in PageMaker, in your publication window. *See also* Mechanical.

Pica A printer's unit of measure, equal to 1/6th of an inch, used in composition and typesetting. *See also* Point.

PICT or Picture-format A format for graphics documents, such as those created with MacDraw, that PageMaker can read directly from disk.

Pixel A picture element, or one dot in a rectangular array of dots on your screen. The resolution of text and graphics on your screen depends on the density of your screen's pixels.

Placeholder An area in a template that reserves a place for text or graphics.

Point Standard unit of measure used to specify type sizes. PageMaker uses the standard electronic publishing convention of one point to 1/12 pica, or 1/72 inch (approx. .013889 inch). This is slightly longer than the traditional typesetter's definition of a point (.013837 inch).

Positive Photographic film used to create a printing plate that contains an image of the page in which the dark and light areas of the page match the original. *See also* Negative.

PostScript A page-description language developed by Adobe Systems, Inc. and used by the Apple LaserWriter and other high-resolution printers and typesetters.

Process colors Four process colors—cyan, magenta, yellow, and black—that commercial printers use with a series of two or more halftone printing plates to print the intermediate colors and shades. You can define colors in PageMaker as percentages of the four process colors. *See also* CMYK colors.

Proportional leading A method of leading in which two-thirds of the leading space is above the text baseline and one-third of the leading space is below the baseline. *See also* Leading.

Registration mark Marks that PageMaker adds to your page to show a commercial printer where to align color overlays or separations in your publication. *See also* Spot-color overlay, Separations.

Resolution The number of dots in a given area. Resolution on a computer screen refers to the number of pixels displayed per linear inch. Resolution on a printer refers to the number of dots printed per linear inch. Resolution on a scanner refers to the number of dots read per linear inch of a scanned piece of art.

Reverse type White text on a contrasting black, shaded, or colored background.

RGB colors A color model that defines colors based on their percentages of the primary colors red, green, and blue.

Rulers PageMaker's two electronic rulers. The horizontal ruler is displayed across the top of the publication window and the vertical ruler is displayed down the left side. Both rulers use the unit of measurement you select using the "Preferences..." command from the Edit menu. The ruler increments displayed depend on the size and resolution of your screen, the current page display size, and the unit of measure you select.

Rules Lines added to the page—for example, between columns—to enhance the design or readability of the publication.

Scanned graphic A bitmapped graphic created using hardware that converts a two- or three-dimensional image to a collection of dots and stores it in a file format such as TIFF so PageMaker can read the graphic document directly from disk.

Scanner A hardware device that reads information from a photograph or other graphic and converts it into a bitmapped graphic.

Scrapbook A Macintosh desk accessory in which you can store text and graphics. Copy items from the Scrapbook to the Clipboard and then paste them into your publication.

Scrapbook icon The shape the pointer assumes in PageMaker when you are placing a graphic from the Scrapbook and which shows the number of graphics the Scrapbook contains.

Screen A process in commercial printing in which a picture is photographed through a glass or piece of transparent plastic etched with opaque lines crossing each other at right angles. The screen breaks up the solid gray areas of the picture into lines of tiny dots. All the dots are printed in the same black ink, but the relative size of the dots produces the optical illusion of shades of gray.

Semiautomatic text flow A mode of text placement in which text flows to the bottom of a column and then waits for the next mouse click to flow into the next column. *See also* Autoflow, Manual text flow.

Separations The four screens corresponding to the percentages of cyan, magenta, yellow, and black used to define a color that are used to create the final printed color.

Shade pattern A pattern chosen from the "Fill" submenu on the Element menu to fill a shape drawn in PageMaker.

Soft return Made by pressing the key combination of Shift + Return. A soft return creates a line break but does not end the paragraph.

Spacing ranges The amount of space that you set as an acceptable distance between your text's words and letters. The narrower the range of acceptable word spacing, the more PageMaker hyphenates words. *See also* Kerning, Letter spacing, Pair-kerning.

Spot-color overlay A sheet that shows only one of the colors to be used in your publication. The printer prepares a separate spot-color overlay for each color used and combines them to create the finished page. *See also* Composite, Knockout.

Spot color A method of assigning and printing colors in a publication. You assign spot colors to text or graphics; PageMaker prints a separate overlay for each color you use in your publication. *See also* PANTONE Colors, CMYK colors, HLS colors, RGB colors, Spot-color overlays.

Standoff The distance between a graphic and the graphic boundary. *See also* Graphics boundary.

Story All the text from a single word-processed document or all the text typed or pasted together at an insertion point outside existing text blocks. A story can be a single text block or more than one text block, provided the text blocks are threaded together.

Story editor The PageMaker functions that you use to create and modify text in story view. *See also* Story view.

Story view A perspective of one or more text blocks in a publication in PageMaker, where you can create and edit text, apply styles to paragraphs, check for misspellings, and so on. *See also* Layout view.

Stripping Positioning negatives for the purpose of creating printing plates. *See also* Negative.

Style A set of formatting information applied to a single paragraph that causes its text to reformat according to the specifications of that style. Do not confuse with type style (e.g., normal, italic, bold, underline, strikethru, and so on).

Style name tag A style name used as a label in a word-processed document that you import to a PageMaker publication. If the style name tag matches a style name in the publication, PageMaker applies the style's definition to the imported text.

Style palette A small, movable window that overlays the publication window from which you can choose styles to apply to paragraphs.

Template A dummy publication that models the structure and general layout of another similar publication.

Text block A variable amount of text identified by two types of handles when selected with the pointer tool: small solid squares at the four corners of the text block, and two horizontal lines, each with a loop, spanning the top and bottom of the text block (windowshade handles).

Text format The way text looks as defined by its type specifications.

Text icon The shape the pointer assumes when it is loaded with text that has not yet been placed.

Text-only document Text created using another application, then saved without type specifications or other formatting. PageMaker can read text-only documents directly from disk. Text of this type is sometimes called ASCII text.

Thin space In PageMaker, a nonbreaking space that is half of an en or a quarter of an em. *See also* Em, En, Nonbreaking space.

Threaded text Text that is connected in a story. Threaded text appears as one story in the story editor, regardless of where the text is placed in your publication. *See also* Story editor.

Thumbnail A miniature copy of a page. PageMaker can print up to 64 thumbnails on a page so you can preview your publication.

TIFF (tag image file format) A document format developed by Aldus, Microsoft, and leading scanner vendors as a standard for bitmapped graphics, including scanned images.

Tile In an oversized publication, the portion of the page that's printed on a single sheet of paper. To make a complete page, assemble the tiles.

Track kerning A method of uniformly increasing or decreasing the amount of letter and word spacing over a range of text. *See also* Kerning, Letter spacing, Pair-kerning.

White space Planned areas of empty space on a page. White space helps to set off graphics or text and gives the reader resting places that aid in absorbing the printed information.

Widow One or more ending lines of a paragraph at the beginning of a column or page and separated from the rest of the paragraph at the end of the previous column or page. Define the number of lines that constitute a widow using the "Paragraph..." command on the Type menu.

Windowshade handles The horizontal lines with loops that appear at the top and bottom of a text block selected with the pointer tool. *See also* Handles.

Word spacing The amount of spacing between words. PageMaker determines word spacing based on the settings you specify using the "Paragraph..." command from the Type menu.

Zero point The intersection of the 0 marks on PageMaker's horizontal and vertical rulers.

Zero-point marker The intersecting hairlines at the upper-left corner of the publication window. Reposition the zero point by dragging it as a starting point for measuring.

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